

St. Gregory the Great Catholic School

Parent – Student Handbook

2018-2019



ST. GREGORY THE GREAT
CATHOLIC SCHOOL

STREAM Science • Technology • Religion
Engineering • Art • Mathematics

Updated 08/12/2018

**THIS HANDBOOK IS SUBJECT TO CHANGES AT ANY TIME AND WILL
BECOME EFFECTIVE IMMEDIATELY.**

**ANY CIRCUMSTANCE OR OCCURANCE NOT EXPLICITLY DESCRIBED
IN THIS HANDBOOK WILL BE ADDRESSED AT THE DISCRETION OF
THE PRINCIPAL.**

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Parent-Student Handbook
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SCHOOL MOTTO STATEMENT

“United in Spirit through Faith in God and Academic Excellence”

MISSION STATEMENT

We, the faith community of St. Gregory the Great Catholic School, in keeping with the Catholic Tradition, nurture in our children and one another, spiritual, personal and academic growth through prayer and Christ-like service.

PHILOSOPHY

St. Gregory the Great Catholic School endorses its educational ministry through the three objectives of personal spirituality, social justice, and a strong academic program in accordance with Catholic values. This commitment extends to building Christian community and to fostering Christian service.

We endeavor to promote the development of each child according to his/her spiritual growth and intellectual aptitude. As a Christian community, we take a personal interest in each student’s emotional needs, physical needs and cultural background. We partner with the family in the education and foundation of the whole child.

Dedicated to a Vision

Archdiocese of San Antonio

“Share The Spirit!” The fundamental purpose of Catholic Schools in the Archdiocese of San Antonio is to proclaim the Good News of Jesus the Christ. His news is one of challenge, love and unity; His spirit is caught in the lives of students. Affirming that parents are the primary educators and partners of education, we prepare students to share the spirit of Jesus through community building, Christian acts of service, and word and worship. We commit to provide inspiring active learning and quality education so that all students Share The Spirit of Catholic Education.

This Vision statement calls forth beliefs that affirm the missionary dynamics of all Catholic Schools in the Archdiocese of San Antonio as we move into the Third Christian Millennium. They are:

Foster A Catholic Identity

We prepare students to encounter the Gospel of Jesus Christ and to bring Catholic teachings and values into their lives and the global world.

Invest In Community Building

We are committed to building a communal spirit that is the heart and reality of Christian formation.

Provide Quality Education

We teach knowledge and critical skills so that students function fully as citizens within a changing technological and multicultural society.

Encourage Moral Formation

We lead by example in teaching moral values that encourage respect and responsibility.

Appreciate Families

We recognize the family as the basic faith community in which all members share as active participants of the parish community.

Support Parish Life

We believe that the school contributes to the parish through the formation of students as active participants of the parish community.

Share Governance

We seek support and participation from those who share a common vision, mission, and philosophy.

Seek Equitable Distribution

We are challenged to establish just distribution of resources to ensure quality and affordability to families and our church.

WELCOME TO ST. GREGORY THE GREAT CATHOLIC SCHOOL

THE HISTORY OF ST. GREGORY THE GREAT CATHOLIC CHURCH AND SCHOOL

“...And St. Ann’s begot St. Mary Magdalen’s.....and St. Mary Magdalen’s begot St. Gregory the Great...” Thus reads the history of the Catholic community growth as it parallels San Antonio’s expansion to the north and northwest horizons.

Crowded conditions at Mass and in the classroom at St. Mary Magdalen’s brought about the selection of Father Michael J. Holden, to serve with Msgr. John L. Morkovsky, to accept the spiritual and financial responsibility of St. Gregory the Great. He was elevated to the title of Monsignor in 1959.

After much hard and dedicated work by the 635 families in the new Parish, the Church and school were dedicated on June 12, 1955. There was much work to be done and it was accomplished by many dedicated people. As organizations and ministries were formed, an athletic program was established, a choir was formed, landscaping was done, but most importantly, our school was established and staffed by the Presentation Sisters as they carried out the work of their foundress, Nano Nagle. First came Mother M. Magdalen, Mother M. John, and Mother M. Cecilia. Later they were joined by three more Sisters from Ireland—Mother M. Peter, Sister M. Stanislaus and Sister Angela. In 1955, the six Sisters began teaching at St. Gregory the Great.

Enrollment at St. Gregory the Great the first years was 465 children. Tuition was \$3.50 per student, and \$5.00 per month for families with two or more children attending school. Over the years the Pastors, Msgr. Michael J. Holden, Msgr. James Boyle, Msgr. Charles Grahmann, Msgr. Stanley Petru, Msgr. Michael O’Gorman, and currently Father Rudy Carrola have fully supported the need for Catholic education. St. Gregory the Great will be forever grateful for the dedication of the Presentation Sisters and the Pastors who have served the Church. Without God and these amazing individuals, St. Gregory the Great School would not have the GREAT name it has today!

Having the overall responsibility for the operation of the Church and school is our Pastor, Father Rudy Carrola and the Principal, Mr. Daniel Martinez.

GOALS

In the practical application of our school philosophy we, the faculty and staff of St. Gregory the Great Catholic School, working with the home and the Church, endeavor to provide children with the experiences which will develop a character equal to the responsibilities of fundamental Christian living in the American democratic society. We shall attempt to accomplish this ideal objective:

- By providing the child with the firm foundation in the truth of his/her faith and in appreciation of the dignity of the human being, so that he/she may become a worthy citizen of this world and the next.
- By creating in the child a desire to excel mentally, morally, and physically according to his/her potential.
- By making advantageous use of such cultural resources and educational agencies as are available in the local community.
- By preparing the child academically and spiritually for a successful future.

ACCREDITATION OF ST. GREGORY THE GREAT

ACCREDITATION AND ASSOCIATIONS (7300) St. Gregory the Great Catholic School is fully accredited by the Texas Catholic Conference Education Department and recognized by the Texas Education Agency. The Texas Catholic Conference Education Department (TCCED), an accrediting agency established by the Bishops of Texas that has been formally recognized by the Texas Education Agency (TEA). St. Gregory the Great maintains an institutional membership in the National Catholic Education Association (NCEA), the Association for Supervision and Curriculum Development. Although several teachers at StG hold a Master's Degree, all have a minimum of a Bachelor's Degree, and meet all requirements as set by TCCED.

COMMUNITY MEMBER RESPONSIBILITIES

The members of St. Gregory the Great Catholic School must all share in the responsibility of fulfilling our mission and living our vision.

ADMINISTRATOR RESPONSIBILITIES: Administrators have the responsibility to:

- Model and promote the Gospel Values to all persons in the school community.
- Share in the responsibility for the moral and spiritual development of students, faculty and staff.
- Promote effective self-discipline of all students.
- Encourage and facilitate parent communication with the school, including participation in required parent/teacher conferences.
- Provide appropriate assistance to students in learning self-discipline.
- Assume responsibility and instructional leadership for all academic programs.
- Ensure that the school is in compliance with all Archdiocesan and TCCED requirements.
- Observe and evaluate all professional staff; provide ongoing professional development for all faculty and staff members.
- Work with the Pastor, Business Manager and School Council to plan and implement a responsible budget.

TEACHER RESPONSIBILITIES: Teachers have the responsibility to:

- Model and promote the Gospel Values to all persons in the school community.
- Share in the responsibility for the moral and spiritual development of the students.
- Comply with Archdiocesan and school policies, rules, regulations and directives.
- Meet the standards of teaching performance established by the Archdiocese.
- Keep current with professional development.
- Serve as appropriate role models for students in accordance with the standards of the teaching profession.
- Be prepared to perform their duties with appropriate preparation and materials.
- Maintain an orderly classroom atmosphere conducive to learning.
- Use discipline management techniques consistent with school philosophy and policy.
- Ensure good work habits that will lead to student successes and meeting personal goals.
- Teach students to develop and practice self-discipline.
- Establish rapport and effective working relationships with parents, students, and other faculty and staff members.
- Respond to parent calls/notes in a timely manner.

(These responsibilities are addressed more completely in the Archdiocese of San Antonio Teacher Performance Standards and Evidence Indicators for Growth and Evaluation.)

PARENT/GUARDIAN CODE OF RESPONSIBILITY: Parents, legal guardians and persons who have agreed to assume responsibility for their child(ren) enrolled at St. Gregory the Great have the responsibility to:

- Model and promote the Gospel Values to all persons in the school community.
- Cooperate with and show respect toward the school faculty and staff.
- Provide for the physical, emotional and spiritual needs of their child(ren).
- See that their child(ren) attends church on Sunday and Holy Days of obligation and receives the appropriate sacraments.
- Teach the child(ren) to listen to teachers and other school personnel and to obey all school rules.
- Be sure that their child(ren) attends school regularly and on time, and promptly report and explain absences and tardies to the school.
- Be sure that their child(ren) attends school tutorials when required or as the need arises.
- Encourage and lead their child(ren) to develop proper study habits at home.
- Be sure their child(ren) is appropriately dressed and groomed at school and school-related functions.
- Keep informed about school policies and events through reading, complying, and responding to school communications, most especially the weekly GREAT WEEK AHEAD.
- Allow their child(ren) to experience the consequences of his/her own actions.
- Discuss report cards, weekly posting of grades and school assignments with their child(ren). Sign and return all report cards, and notices requiring a parent signature.
- Participate in meaningful parent-teacher conferences to discuss their student's school progress and welfare.
- Bring to the attention of the teacher and administration any learning problems or conditions that may relate to their student's education.
- Communicate with the teachers in an appropriate manner by scheduling conference times through proper channels.
- Do not approach teachers to discuss a child or issue when the teachers are "on duty" or with the children.
- Participate in school-related activities.
- Maintain up-to-date work, home and emergency telephone numbers.
- Keep current with all financial obligations.
- Submit a signed statement that the parent/guardian understands and consents to all policies and information in the "Parent/Student Handbook." (Statement included in the Handbook.)

STUDENT RESPONSIBILITIES: Student responsibilities for maintaining a positive learning environment at school or at school-related activities include:

- Living the Gospel Values.
- Accepting responsibility for his or own educational achievement.
- Attending all classes, daily and on time.
- Being prepared for each class with appropriate materials and assignments.
- Being properly attired according to the uniform policies outlined in the Parent-Student Handbook.

- Exhibiting respect and sensitivity toward others. Personal party invitations may only be distributed in the classroom or anywhere on campus if there is one for all the children in the class, or all the boys or all the girls.
- Conducting himself/herself in a responsible manner.
- Refraining from violations of student behavioral guidelines.
- Cooperating with faculty and staff with regard to disciplinary issues and volunteering information when the student has knowledge relating to a serious offense in the spirit of the best interest of the entire school community.
- Respecting all property of St. Gregory the Great Catholic School, including books, desks and lockers.
- Promoting good home-school communication by promptly taking home all school work, correspondence, etc. and returning what is required.
- Submitting a signed statement that the student understands and agrees to comply with the policies outlined in the “Parent/Student Handbook.” (Statement included in the Handbook.)

HOME-SCHOOL RELATIONS

Ethical Code of Conduct for All Members of the School Community

A great advantage Catholic schools benefit from is the high degree of shared values, morals, and faith among the families who choose a Catholic school for their children and a faculty and staff who also share those values. When both home and school work together, the impact on the life of the child is immeasurable. In order for St. Gregory the Great Catholic School to serve in the best interest of all families who attend, cooperation between home and school is crucial.

In cases of anything other than routine classroom management, parents will be informed regarding disciplinary process. It is essential that the authority of the school and the faculty and staff be recognized and respected by the students who attend St. Gregory the Great Catholic School and by their parents/guardians.

In matters of school discipline, the administration and the school faculty will be the final arbiters of student conduct that occurs during school hours and all school-sponsored activities.

Parental involvement in the life of the school is both desirable and encouraged. Parents and guardians are invited to seek clarification in matters of both school work and of student discipline. The tone for such inquiry, however, should always be in the spirit of cooperation and mutual respect.

Parents, family members, faculty and staff are role models to all persons, most particularly the children. The way in which one conducts oneself sends a message to all in the school community. As a Catholic/Christian community, all persons should be aware of how to conduct themselves and refrain from any behavior, actions, language, or gestures that are unbecoming. ANY person acting in an abusive manner toward anyone on campus or at any school-sponsored event will be asked to leave, or if necessary, be removed from the premises. Attending St. Gregory the Great Catholic School is a privilege, not a right. Anyone who is removed and wishes to return must meet with the Pastor and School principal before resuming attendance.

Although all persons at St. Gregory the Great Catholic School hope that the home life of a child would reflect the faith and values that are nurtured at school, the reality is that this is not always the case. Therefore, the school will not be responsible for any activity or event that is not officially sanctioned by the school administration whether or not it takes place on school premises.

ADMISSION AND REGISTRATION

NON-DISCRIMINATION (3001) St. Gregory the Great Catholic School admits students of any race or national origin to programs and activities with all rights and privileges. Equal opportunity and access is provided without regard to race, national origin, or gender.

Every student, Catholic or non-Catholic will be expected to study the Catholic religion as an integral subject at St. Gregory the Great Catholic School. He/she will be expected to attend and participate in Masses, other liturgical services, to participate in religious activities, daily prayer, fulfill service requirements and to demonstrate a Christian attitude.

ADMISSION OF STUDENTS (3001) Catholic Schools of the Archdiocese are open to all students, regardless of race or ethnic background, but preference must be given to students of the Catholic faith. Reasonable effort must be made to provide Catholic students with a Catholic education. The Parish and school should make a strong effort to provide a Catholic education for students whose parents are unable to pay full tuition. In those cases in which physical space makes it necessary to restrict the intake of students in a given school, priority must be given to students of Catholic parents residing in the parish and who have demonstrated support of Catholic education in the past.

ADMISSION REQUIREMENTS (3002)

Form: Registration – 3002A

Student Admission Checklist – 3002B

Schools must adhere to the age of admission for K3, K4, kindergarten, and 1st grade established by the Texas Catholic Conference of Bishops Education Department (TCCB ED).

Parents who seek a Catholic education for their child(ren) enter into a contractual agreement. This agreement is established between the parent/child(ren) and the school and in accordance with the rules of the school governing all areas of the student's development as stated in the school's philosophy. As part of the contractual agreement there are explicit (expressed) and implicit (implied) expectations placed on both the parent/student and the school. Explicit rules and regulations are included in this Parent-Student Handbook and various school communications.

All new students including siblings of current students must follow the admission requirements.

AGE REQUIREMENTS:

- A child must be three (3) years of age on or before September 1 to be admitted into the 3K program.
- A child should be four (4) years of age on or before September 1 to be admitted into the 4K program.
- A child should be five (5) years of age on or before September 1 to be admitted into the Kindergarten program.

Note: A child must be potty trained for the StG Early Childhood program, grades PK3-Kinder.

- A child should be six (6) years of age on or before September 1 to be admitted into the first grade. Exceptions may be made in the case of a child who has completed kindergarten in a different state where the entering age is lower, provided there is a written statement from the kindergarten teacher that the child has been promoted to first grade.

Before a student is admitted, the following records are required:

Application Checklist for New Students
Applications for admission will not be considered complete until all items have been received.

- Completed Online Application to include a \$30 Admission Assessment Fee
- Student photo uploaded into online application
- For International students, I-20 or Visa status
- Physicians stamped Immunization Record
- Completed Teacher and Parent Recommendation Form (*through online application*)
- Official Birth Certificate from the county, not the hospital birth certificate
- Baptismal Certificate (*It is NOT required that a child be Baptized to be considered for admission. However, a Baptismal certificate is required if the child has been Baptized*)
- Reconciliation Certificate and/or First Eucharist Certificate (if applicable)
- Most Recent Report Card / Progress Report
- Final Transcript (2nd through 8th grade) from transferring school
- Latest Standardized Testing Scores (i.e. IOWA – 1st grade & up, STAAR – 3rd grade & up)
- If transferring from a school within the San Antonio Archdiocese, all financial balances must be cleared and verified by outgoing and incoming principals.
- Other Testing Documentation (if applicable) - All testing & special accommodation paper work must be provided, and reviewed by St. Gregory counselors, prior to finalizing admission process.
- Custodial Decree (if applicable)
- Completed Reading and Math Admission Assessment and student interview for K – 8th grade.
- Signed Probationary Admissions Contract
- Complete Registration and Tuition Plan through online FACTS System

Please note: Child must be 3, 4, 5 or 6 years of age on or before September 1st to attend PreK3, PreK4, Kindergarten or 1st grade respectively.

Enrollment is not complete until all required documents are received, reviewed, and found to be in order by the school. The nature of education in the Catholic school setting calls for a holistic growth process involving every aspect of human knowledge, understanding, belief and learning.

Every student entering St. Gregory the Great School for initial enrollment is on probationary status for one year. The principal may, at his discretion, remove a student from probation or extend a probation period. Failure to perform satisfactorily after having been placed on probation may result in removal from St. Gregory the Great Catholic School.

MISSING CHILDREN PROGRAM (3003) If a student is enrolled under a name other than the student's name as it appears in the student's official birth certificate, then the school shall notify the Texas Department of Public Safety's missing children and missing persons information clearinghouse

of the student's name as shown on the identifying document or records and the name under which the child is enrolled. The information in the notice is confidential and may be released only to a law enforcement agency. If an official birth certificate is not furnished to the school within 30 days of enrollment, then the school shall notify the police department of the municipality or sheriff's department of the county in which the school is located and request a determination of whether the child has been reported as missing. A school may accept a child for enrollment without the documentation required by the Admission Requirements Policy if the Department of Protective and Regulatory Services has taken possession of the child under Chapter 262, Family Code. The Department of Protective and Regulatory Services shall ensure that the documentation required the Admission Requirements Policy is furnished to the school not later than the 30th day after the date the child is enrolled in the school

ADMISSION OF STUDENTS FROM SCHOOLS WITHIN THE ARCHDIOCESE (3003) The transfer of a student from one Catholic School to another within the Archdiocese can occur only after consultation between the principals of the two schools involved.

ADMISSION OF STUDENTS FROM PUBLIC AND OTHER NON-PUBLIC STATE APPROVED SCHOOLS (3004) Admission of students transferring from public and other state approved nonpublic schools is the decision of the principal based on testing, observation and other assessments. This decision is made if it is deemed in the best interest of the student, and the placement is agreeable to both parents and principal.

ADMISSION OF STUDENTS FROM HOME SCHOOLING AND NON-ACCREDITED SCHOOLS (3005) Students entering St. Gregory the Great from another school or home schooling will be tested in reading and mathematics to determine proper grade placement. Students in grades kindergarten through eighth grade must present at the time of registration a copy of the following certificates:

1. Official Birth Certificate
2. Baptismal certificate
3. Physicians stamped Immunization record
4. Official cumulative record or transcript of previous grade
5. Completed Archdiocesan transfer form (if applicable)

ADMISSION OF STUDENTS FROM FOREIGN SCHOOLS (3006) The principal of the school in which the student is enrolling must determine placement of students transferring from foreign schools. All government required documents must be completed by the school and parent/guardian; copies must be kept on file at the school and the Department of Catholic Schools. Credits earned by students in schools located in foreign countries, once verified, will be accepted only after review and approval of the principal. I-20 or visa status documentation is required.

ADMISSION OF STUDENTS WITH SPECIAL NEEDS (3007) The policy of the Archdiocese is that schools will, if able, provide students with special needs the opportunity for a Catholic education. Should a family apply to a school that is not capable of providing the necessary facilities or services for the child to be successful, they will be referred to other schools and programs, which have the ability to effectively meet their needs. St. Gregory the Great strives to provide the accommodations within the scope of our school's resources for students who are identified as having special learning needs. St. Gregory the Great will collaborate with parents/guardians, the public school, and appropriate agency and/or professional when providing services for the child. Prior to admitting a child with diagnosed special needs, a school shall make a determination of its ability to appropriately meet the educational needs of the child. The needs of each child will be considered on an individual basis and the schools must consider the following factors:

- The severity and degree of the need/disability;
- The level of support/special services needed or any special equipment the student may require;
- The school’s available resources such as a support staff, accessibility of facilities, class size, etc.
- The school’s ability to provide and effectively implement the accommodations, or academic recommendations listed in the child’s IEP, (if applicable) or evaluation report.

SCHOOL CALENDAR (5002) The Department of Catholic Schools publishes an annual school calendar that governs Catholic schools in the diocese of San Antonio. Catholic schools may deviate from this calendar because of local public school schedules or for other reasons. All schools must have 180 teaching days plus 10 in-service days for teachers. During inclement weather, the practice of the local public school district will ordinarily be followed except on certain occasions when the Archdiocesan Superintendent must respond to special situations. Days lost because of inclement weather will be made up at the discretion of the Superintendent of Catholic schools in accordance with TCCED standards. St. Gregory the Great 2018-2019 calendar can be found on our school website: <http://www.stgregorysa.org/>

ARRIVAL AND DISMISSAL OF SCHOOL

DAILY SCHEDULE (7201) A school day is a minimum of seven hours in length with a minimum of six hours for instructional time. Any time set-aside for lunch, recess, etc. will be in addition to this minimum instructional time. Reduction of the amount of instructional time in the regular school day, apart from the approved calendar, shall be only for serious reasons and requires the prior approval of the Archdiocesan Superintendent. Class schedules are planned according to the time allotments specified by the TCCED.

7:45 a.m.	Bell rings - Classrooms open
8:00 a.m.	Tardy Bell
8:03 a.m.	Morning Prayer/Classes Begin
10:45 a.m. – 1:02 p.m.	Student Lunch Periods
3:30 p.m.	PK3-Kinder dismissal
3:30 p.m.	1 st -8 th grade dismissal

All students who are not enrolled in After School Care must depart the campus no later than 30 minutes after dismissal. This also applies to early dismissal days. **Any student on campus 30 minutes after dismissal will be escorted to the After-School Program and a \$10.00 drop-in fee will be charged. (See Before/After School Program)**

Note: Following school dismissal, the playgrounds are for the exclusive use of the After-School Program from 4:00 p.m. to 6:00 p.m. Students attending athletic events are to remain in the gym during the games and not use the playground equipment. This is also the expectation for students remaining after school for other extracurricular activities.

ATTENDANCE

ABSENCES (3101) If a student is absent the parent/guardian must notify the school office by 8:30 a.m. If no notification is received by 8:30 a.m, the school office will e-mail the parent/guardian to verify the absence. Current e-mail addresses and phone numbers for parents and guardians must be on file at all times.

The Texas Education Code (TEC) 25.085 requires students to attend school each school day. Texas state law and St. Gregory the Great requires that a student attend 90% of the scheduled instructional days per school year, and per core subject in Upper Unit. A student who incurs eighteen absences per year may be required to repeat the grade, or assigned summer school or other consequence. This decision lies with the school administration.

Whether an absence is excused or unexcused, the student will be marked absent. Students must be physically present in the classroom to not be marked absent.

Written reasons for absences are required on the day the child returns to school. Absences will be excused with 1) a doctor's note 2) notice of death of a family member 3) deployment of a parent and 4) events approved by administration. Please submit these notes to the student's teacher. The teacher will keep this information in the student's personal file for appropriate documentation. If a child is absent 3 or more days and returns without a doctor's note, a parent/guardian must consult with administration before the student is allowed to enter class.

- Each student has the responsibility to make up work and/or tests that are missed due to absences. The student must take the initiative to meet with the teachers and schedule a time to make up the work.
- Students will be allowed a reasonable amount of time to make up the work, and the due dates are to be coordinated with each teacher during the first day back. The ordinary guide to time allowed for make-up work is one day for each day absent.
- Upon parental request, homework for an absent student may be picked up from the front desk after dismissal or sent home with a sibling or designated student. Parents may also request that homework be sent to the After School Care office for pick up after the school day. This request for homework must be made before **9:00 a.m.** on the day it is to be picked up.
- A student in 4th-8th grade will be required to attend Saturday School (8:30 am-11:30 am) on their 10th unexcused absence. **Saturday School is at the expense of \$50 to the parent/guardian and is considered a financial obligation and will be billed automatically via FACTS.** Refusal to serve Saturday School may result in the student being suspended, expelled and/or denied re-admission for the upcoming year.
- Recreational travel is not usually considered necessary and may not be excused. Considering the school calendar, summer vacation, the Christmas holiday, spring break, and Easter weekend, it is requested that parents/guardians make every effort to work around the school calendar. Absence due to travel where a significant family occasion is scheduled may be excused. The administration is the final arbiter of what constitutes a significant family occasion. Teachers will not be required to honor requests for work prior to a student's planned absence.

Attendance for PK3-5th Grade

- Students absent from school for up to 90 minutes will be marked as $\frac{1}{4}$ (quarter) day absence.
- Students absent from school for up to 3 hours will be marked as $\frac{1}{2}$ (half) day absence.
- Students absent for more than 3 hours will be marked as 1 (one) full day absence.

- **Any student who is absent ½ day or more on the day of a planned extracurricular activity or event (including dances, etc.) may not attend. Students must be in school by 11:00 a.m.**

Attendance for 6th-8th Grade

- Attendance will be taken each period for grades 6th-8th.
- Students need to be present in class for 90% of the class to be counted present
- A student arriving between 8:00 am and before 8:25 am will be counted Tardy for 1st period. After 8:25 am, students will be counted absent for 1st period only.
- A student arriving tardy will need to report to the school office for a tardy slip.
- 3 tardies in one period equals a ½ day absence in that class.
- Students arriving to a class period late, will be marked tardy for that period.
- A student who is absent more than 18 times in a class will not earn credit for that class.
- **Any student who is absent ½ day or more on the day of a planned extracurricular activity or event (including dances, etc.) may not attend. Students must be in school by 11:00 a.m.**

******It is the parent/guardian responsibility to monitor the student's attendance and require the student to attend school.******

Tardies (3003): Prompt arrival at school is expected of all students. Tardiness is disruptive to the learning environment. A student who arrives at 8:00am or later is tardy and must obtain a tardy slip from the school office to enter the classroom. Many factors can cause a student to be late for school, most are beyond the control of the students; creating a situation where usual discipline methods may seem unfair. With this in mind, each student is granted 15 “no fault” tardies per school year.

- After the 10th tardy arrival, an email notification will be sent to the family via Renweb to notify the family that the student is near the tardy limit for the year.
- On the 16th tardy a fine of \$30 will be billed automatically via FACTS.
- Beginning on the 17th tardy and each tardy thereafter, \$10 will be added to the student's FACTS account.
- Tardies are documented on the student's report card.
- Students in 4th – 8th grade will be required to attend Saturday School (8:30am to 11:30am) after 15 tardies have been accrued. There is a \$50 fee for Saturday School in addition to the \$10 per tardy after the 16th tardy.
- All fees incurred due to tardies are part of a family's financial responsibility to the school and must be paid in a timely manner.

**All Tardies will be monitored and billed every 2 weeks.
The Business Office will bill on the 1st and 15th of every month.**

NOTIFICATION NECESSARY FOR RELEASING STUDENTS DURING SCHOOL HOURS (3104)

Parents or guardians will be notified by telephone call to make suitable arrangements when it is necessary to send a student home because of illness or other reason. Documentation of this notification is kept in the school office or the health office. Students may only be released through the sign-out procedure in the school office. Once at school and for reasons other than illness, no student may leave the school premises without a written note from the parent or guardian.

Parents or designated persons who need to pick up a student during the school day should send an explanatory note at the beginning of the school day stating the time the student will be leaving and if the student will be returning for the remainder of the day. The parent or guardian must sign the student out in the school office. Students in grades 1–8 will be called to the school office once the parent/designated person has arrived and signed the student out. **Students are not allowed to miss class to wait for the parent/designated person.** Only students in the Early Childhood building may be picked up by the parent/designated person at the classroom after they have been signed-out in the front office. **A student will not be released from school during school hours into the custody of any person other than those listed on Ren Web as authorized to pick the child up. Identification of the person to whom the student is released must be verified.** Should the student return to school after an appointment or other valid reason, the student must be signed back into school by a parent/guardian at the school office.

APPOINTMENTS WITH A HEALTH CARE PROFESSIONAL: Medical and dental appointments should be scheduled after school hours. If this is not possible, a parent or guardian **MUST** send a note to the teacher on the morning of the appointment stating the time the student will be picked up. A student absent during any part of the school day due to a doctor/dentist appointment will be excused up to a 90 minute period with a doctor’s note presented upon return to school. After 90 minutes the student will be marked $\frac{1}{4}$ day or $\frac{1}{2}$ day absent depending on their time of return/arrival to school. All work missed during the absence must be completed by the following day. A parent/guardian must sign the student out as well as back in upon return in the school office.

INCLEMENT WEATHER/TARDY WAIVER DAY: On the rare day in which road conditions are hazardous for families to arrive on time, the principal will declare an inclement weather day. On those days, a tardy does not count in the calculations of total tardies; however, students must still report to the office first to receive an admit/tardy slip. Depending on the severity, accidents on the freeway usually do not constitute a tardy waiver day, unless approved by administration.

ATTENDANCE AWARDS: Any student who has zero unexcused absences and no more than 1 tardy will earn a Perfect Attendance Award. The awards are given on a quarterly basis.

EARLY DISMISSALS: St. Gregory the Great School will have early dismissals throughout the year for the purposes of faculty meetings, parent conferences and holiday dismissals. Please refer to the school calendar for these early dismissal dates and make special arrangements to pick up your child(ren) at that time. On early dismissal days, twenty minutes after dismissal, all unsupervised children will be escorted to the After-School Care program where the After-School Care staff will provide supervision. All students who are sent to the After-School Care program will be billed on their next tuition invoice. There are five early dismissal days with no After-School Care provided: November 20, December 21, April 18, and May 31.

RELEASE OF STUDENTS DURING SCHOOL HOURS--CUSTODIAL/NON-CUSTODIAL (4303) A student may be released from school during school hours into the custody only of those persons listed on the student’s Emergency Information Card. Identification of the person to whom the student is released must be verified. Parents or guardians must be notified by telephone to make suitable arrangements when it is necessary to send a student home because of illness or other reasons. Documentation of this notification is kept in the school office. Students will not be released from school, sent on errands off the school grounds, or sent home for books, homework, etc. without written parental permission. Students will only be released through a definite process conducted through the school’s main office.

EMERGENCY DISMISSAL/SCHOOL CLOSURE In case of inclement weather, San Antonio television and radio stations broadcast the status of the school day. St. Gregory the Great School follows the same status as Northeast Independent School District (NEISD) for cancellation. Since St. Gregory the Great School does not have a bus transportation system, the school will open at the regular time, even if NEISD has a delayed opening. The StG website will be updated and a text alert will go out to provide current information regarding school schedule changes due to inclement weather or other extraordinary circumstances.

SPECIAL SCHOOL EVENT; SIBLING ATTENDANCE: During a special school event, i.e. play, awards, graduation, if a parent or guardian wishes for a sibling to be present, the parent must sign the child out in the front office; office personnel will call for the student. The student should return to class as soon as the event is over. The parent is responsible for notifying the school office that the child is returning to the classroom by signing the child back in school.

TRUANCY: A student who is absent from school without the consent of his/her parent/guardian is truant. Truant behavior is unexcused, and a parent or guardian must accompany the student to meet with administration before being readmitted to school.

WITHDRAWAL FROM SCHOOL: If it becomes necessary to withdraw your child(ren) from the school, a parent/guardian is required to complete a withdrawal form located in the school's front office and the form must be signed by an administrator. St. Gregory the Great will release a copy of the student's permanent record and the original health record upon direct request from the receiving school.

EIGHTH GRADE HIGH SCHOOL VISITS: Two half days or one whole day will be excused for 8th graders to visit the Catholic High Schools or magnet schools of their choice. In order to be excused the following must be followed:

- **The visits must be scheduled between September 10th and before review days/mid-term exams in December.**
- A written letter requesting permission to shadow a Catholic high or magnet school must be submitted to the school office at least three days prior to the high school visit date. The visit date must be coordinated with the St. Gregory the Great teachers to avoid missing important due dates and/or tests. An administrator's signature will either grant or deny the request.
- The student must take the initiative to make up all the work missed either before or **immediately** after the absence.
- Upon the student's return, written verification must be received from the high school of the date and time of the visit; the high schools will gladly provide this verification.

STUDENT RECORDS

EMERGENCY INFORMATION CARD (3202) Current contact information is vital for the safety and well-being of all students. It is the responsibility of the parents/guardians to maintain current and accurate information on file for their children. All parents/guardians must complete an Emergency Information Card. This card contains pertinent information in case of an accident or illness including address, home/work/cell phone numbers, email address and other emergency contact information. **Parents/guardians are required to send emergency card information changes throughout the school year as they occur.**

PUBLICATION OF ADDRESS RELEASE (5004) St. Gregory the Great will not publish the addresses or phone numbers of any parents/guardians, students or employees without their written consent.

PERMANENT RECORD (3201) A permanent record is maintained for each student at St. Gregory the Great. Each student's official file contains only these items: permanent record and academic testing. Only the contents of the official file will be forwarded to a new school. A copy of the permanent record is retained by St. Gregory the Great when a student transfers or graduates.

ACCESS TO RECORDS (3203) In 1975, the Buckley Amendment, also known as the Family Educational Right allows parents the right to view their child's permanent record in the office. This record should also include academic transcripts. Academic testing, testing results from outside testers if submitted to the school by the parents are kept in the counselor's office and health records are kept in the Health Coordinator's file as well as any emergency information. Any parent wishing to review records must notify the school office in writing at least 24 hours in advance.

RELEASE OF RECORDS (3204) All materials in the student's file shall be treated as confidential and shall be accessible only to the principal, members of the professional staff, to the legal guardian, the parents and to the student after his/her eighteenth birthday. (Family Educational Rights and Privacy Act, 1974).

NON-CUSTODIAL PARENTS' ACCESS TO RECORDS (3204) St. Gregory the Great abides by the provisions of the Buckley Amendment with respect to the rights of the non-custodial parents. In the absence of a court order to the contrary, St. Gregory the Great will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. In the case of a custody dispute, the custodial parent is required to provide the school with a copy of the entire divorce decree with the judge's signature. If a child is not to be released to a particular individual at any time, it is the responsibility of the parents to provide the school with official documentation to this effect. We ask that all divorced parents provide the school with a copy of the custody section of the divorce decree. This information will help the school in determining when, if ever, the child is to be released to the non-custodial parent.

REQUEST FOR AND TRANSFER OF STUDENT RECORDS (3205) Permanent Record Cards and Health Records will be released to a receiving school when that school applies directly by mail to the sending school. A release form signed by the parent or legal guardian must be obtained by the requesting school. If the student is transferring to a Catholic school within the Archdiocese, the original permanent record card and health records shall be transferred. A copy will be retained for the school's records. If the student is transferring to a school that is not recognized as a Catholic school within the Archdiocese, a copy of the student's permanent record card and the original health records shall be transferred. All special education or psychological test results, which are to be released to a receiving school, must include a parent or legal guardian signed release of that information. The student's original permanent record card or a copy is then placed in the inactive file with a notation made indicating to which school the student has transferred, the date and the reason for transfer.

EXPECTATIONS AND RESPONSIBILITIES FOR STUDENTS It is the expectation and responsibility of each student enrolled at St. Gregory the Great to use his/her God-given talents to enhance spiritual, personal and academic growth through prayer and Christ-like service, as stated in our mission statement.

CHRISTIAN FORMATION

In view of the philosophy of St. Gregory the Great School, Religion and all that it implies in the life of the child is of the utmost importance and requires total cooperation on the part of the home. Parents are the first teachers of Religion and form the foundation for their child's faith. At St. Gregory the Great, students are active participants in the Liturgy and assist as altar servers, sacristans, lectors and as members of the liturgical choir.

The Catholicity of our school is a primary focus. Religion is not just a "subject" but is to be infused in all that we do at St. Gregory the Great and integrated throughout our school day.

One formal period each day is devoted to religious instruction. Religion texts are on the USCCB Conformity Listing of Catechetical Texts and Series. The selection of Religion textbooks is the responsibility of the Principal, in consultation with the faculty (6006). Weekly liturgies and other religious observances are celebrated throughout the school year. Students in grades 3–8 receive the sacrament of Reconciliation during the special seasons of Advent and Lent. The sacrament of First Reconciliation is scheduled for children in second grade. The sacrament of First Eucharist is scheduled for children in third grade. Students who enroll at StG from 2nd grade and beyond, and have not yet received their sacraments, are offered the opportunity to begin preparation, in consultation with their parents/guardians.

SCHOOL PRAYER: In order to promote the spirit of Catholic education, prayer in the classroom environment is encouraged. Beginning and ending each class is desirable. Each school day begins with school-wide prayer. Attendance at Liturgy every Wednesday and holy days are an integral part of the school's religion program. The liturgy is adapted to the level of the students. Parents are encouraged to attend the school liturgies; those that attend the liturgies are asked to sit with their child(ren) on the left-hand side of the church by the tabernacle.

SPIRITUAL RETREATS: Each grade level, 1st through 8th grade, participates in one spiritual retreat on an annual basis.

CURRICULUM OBJECTIVES: The distinct purpose of the Catholic school is to proclaim the Gospel message, to build community, and to educate. Within the school community the teachers, priests, parents and students experience what it means to live a life of prayer in the following ways: community, personal responsibility, and freedom, manifesting the Gospel values of peace, justice, community, love, patience, reconciliation, and respect. To achieve this purpose, St. Gregory the Great School organizes its curriculum, its staff, and its physical facilities in order to:

- Make known to all students the person and message of Christ and help students develop a spirit of prayer and worship.
- Assist the students in developing an understanding of Christ's Church, its community growth and world dimensions.
- Develop in all students a respect for the rights of others, as individuals and as groups with moral and spiritual values, ethical standards of conduct, and basic integrity.
- Provide for all students educational opportunities and experiences related to their heritage, and their responsibilities to family, local community, and the larger society.
- Enable students to acquire basic skills, especially in the art of communication, quantitative and qualitative thinking, and the sciences.
- Help students develop the power to think constructively, solve problems, reason independently, and accept responsibility for self-evaluation and self-instruction.
- See that all students have available experiences to develop a sense of wonder and an appreciation for beauty and culture as their knowledge of human development expands.
- Help students to develop and foster physical and mental health and constructively manage the psychological tensions inherent in change and adaptation.

- Ensure that students follow the Catholic expectations of reverent prayer.

SERVICE LEARNING (6008): St. Gregory the Great has developed a service program that is developmentally appropriate for students, rooted in and growing from real-life situations and regularly evaluated in the light of Gospel values. Each grade level Pre-Kinder 3 through 8th grade adopts a charity or organization that the class prays for on a daily basis throughout the school year. In addition, the homeroom teacher works with the students to provide a service to this charity or organization on a quarterly basis.

STUDENT SERVICE HOURS (6th-8th): In addition to the Service Learning Program, St. Gregory the Great Catholic School requires that all Upper Unit students complete a designated number of service hours throughout the year. Students in the sixth grade must earn a minimum of ten service hours; students in the seventh grade must earn a minimum of fifteen service hours; students in the eighth grade must earn a minimum of twenty service hours. Upper Unit students are required to complete these hours at a non-profit organization or charity.

A few suggestions include but are not limited to the San Antonio Food Bank, Habitat for Humanity, the Humane Society, Boy Scouts, Girl Scouts, St. Gregory the Great Catholic Church and/or School.

Service Hour Guidelines:

- Students are required to submit a completed service hour form to the Service Hour Coordinator within a month of their completion.
- One half of the Service Hour requirement is due by the fall deadline and the remainder is due by the spring deadline.
- Fall deadline is the first Friday in December. December 7th, 2018
- Spring deadline is the first Friday in May. May 8th, 2019
- **8th grade spring deadline is the first Friday in April. April 5th, 2019**
- At least half of a student's service hours must be performed outside of the StG community.
- Family babysitting and chores are not acceptable service hours.
- Grade level service projects may not be counted toward service hours.
- Required club, organization, or team activities may not count toward service hours.

Failure to perform service hours and failure to meet deadlines will result in the following consequences:

- Conference with the Service Hour Coordinator;
- Not being eligible for National Junior Honor Society membership invitation;
- Not being allowed to participate in school extracurricular activities to include Field Day, athletics, clubs and organizations until the service hour requirement has been met;
- 8th Grade students will not be eligible to participate in the 8th grade trip, 8th grade luncheon nor graduation until the service hour requirements are met.

CURRICULUM AND INSTRUCTION

The curriculum followed at St. Gregory the Great School is in accordance with the Archdiocesan Curriculum and Instruction Policy (8001) and is aligned with national and state standards.

CURRICULUM GUIDES (7002) Curriculum implementation follows the *Curriculum Guides of the Archdiocese of San Antonio* which incorporate the *(Texas Essential Knowledge and Skills (TEKS))*.

St. Gregory the Great offers a balanced curriculum of Religion, Reading/Literature, Language Arts, Mathematics, Social Studies, Science, Spanish, Health, Physical Education, Music, Art, and Technology Integration. Spanish is taught to pre-kindergarten through 5th grade as a rotation class and in 6th, 7th and 8th grade as a major subject. Our PK-3 curriculum is “Big Day for PreK”. The *Success for All (SFA)* Reading curriculum is used for Pre-K 4 through fifth grade. A vertical alignment in Math connects skills throughout all grade levels, pre-kindergarten through 8th grade. A strong focus on writing in all grades pre-kindergarten through 8th grade is evidenced with our Language Arts adoption of “The Write Source” through 8th grade which infuses rigor, sets high expectations, and emphasizes higher order thinking skills that challenge students. Literature and English courses are combined in Upper Unit to form a complete ELA program which prepares students for High School and beyond. Upper Unit students also have a STREAM class period.

HONORS CLASSES: Placement in honors classes in 7th and 8th grade is based on the following criteria: standardized tests scores, end-of-year diagnostic assessment, end of year grade point average, a reading level of one grade level above on the STAR Reading Diagnostic Assessment, and recommendation of the classroom teacher regarding the student’s motivation, initiative, preparedness and participation. Students enrolled in honors classes must maintain high grade point averages and show initiative to remain in the honors class.

Beginning with the 2017-2018 Academic year, St. Gregory the Great became San Antonio’s first fully integrated STREAM school.

WHAT IS STREAM? STREAM is an acronym for Science, Technology, Religion, Engineering, the Arts, and Math. At St. Gregory the Great Catholic School, our mission is to nurture in our students personal, spiritual, and academic growth through prayer and Christ-like service. In order to educate the whole child, we have taken the principles of STEM and infused religion across all core subjects. We have also added the arts to provide students the creative thinking skills necessary to effectively communicate and advance in the real world.

In the STREAM classroom, there is a flow of ideas over and across several subject areas. The success of the STREAM program at St. Gregory the Great requires a continuous flow of communication, collaboration, and planning among faculty, staff, administration, parents, and students.

STREAM is NOT a new curriculum, but a framework for creative instruction and the facilitation of learning. STREAM uses technology to advance the experience. Students will receive a balance of traditional instruction and project based learning.

They will use the science lab, whiteboards, iPads, and laptops to access the internet to explore, process, and apply concepts taught.

WHAT IS THE EFFECTIVENESS OF STREAM? While students from Catholic schools consistently outperform their peers in public schools, we are raising the bar to keep our competitive edge. Across the country, business leaders are having difficulty finding enough talent to stay competitive in their field. Our children need to be able to inquire, think, investigate, and innovate to succeed in their education career and beyond. STREAM will help prepare our students for successful careers in a 21st century workforce.

HOW CAN AN ORGANIZATION GET INVOLVED TO HELP FUND OR VOLUNTEER AT StG? To volunteer, partner, or provide funds to St. Gregory the Great Catholic School, please contact, Ms. Rosalinda Ortiz, Assistant Director of Advancement

AS AN INDIVIDUAL, HOW CAN I BECOME INVOLVED? There are a variety of ways parents, grandparents, alumni, parishioners, and other supports of Catholic Education, can help successfully implement STREAM at St. Gregory the Great Catholic School. We welcome any expertise in any subjects relating to science, technology, engineering, the Arts, or Math. Please contact, STREAM Coordinator – Mrs. Rosemarie Mayhan to volunteer.

HOW ELSE CAN I HELP? If your strength is in grant writing, fundraising, community outreach, marketing, public relations, or video technology, you can help fund or promote the STREAM initiative. Those who want to be more hands-on may be able to volunteer to assist running afterschool, evening, or STREAM projects.

10 CHARACTERISTICS OF STREAM

1. Integrate Catholic identity in every aspect of the curriculum
2. Provide a challenging learning environment
3. Promote a culture of innovation
4. Increase content literacy
5. Increase participation of groups that are under-represented in the sciences
6. Students become full participants in 21st century education
7. Foster an environment that encourages problem solving, group collaboration, and independent research
8. Success is defined in many ways and can occur in many different learning environments
9. Utilize strategic planning to guide development and implementation
10. Place high priority on educator training, learning, leadership, and 21st century skill application

LIBRARY SERVICES: St. Gregory the Great School library provides a variety of reading materials. The collection is accessed with the Follett Destiny operating system. There are several computers available to our teachers, staff, and students. These computers provide access to the Internet to search our inventory, do educational research, or take Accelerated Reader quizzes. The librarian provides answers and assistance in finding materials to accommodate requests of teachers and students.

<http://StGlibrary@follettdestiny.com>.

The Accelerated Reader reading comprehension program of books and accompanying quizzes are available for individual student use. All students are encouraged to utilize the services and programs of the library. A variety of incentives are provided.

The Mother Mary Magdalen Book Club honors the first principal of St. Gregory the Great and is offered to all families at St. Gregory the Great who wish to donate a book to the school library in honor of a birthday, and/or special occasion.

Pre-K3 through 3rd grade are scheduled for library classes once a week. During this time, the students borrow and return books, learn library skills and acquire knowledge of various genres, authors, the Dewey Decimal System, and take Accelerated Reader quizzes. The librarian encourages the students to choose books that will match their reading ability and interests. Students may borrow books for one week and may renew the book for another week. If a book is not returned on time, another book may not be checked out.

4th through 8th grades classes visit the library every other week. Assistance is provided to accommodate individual requests. 4th through 8th grade students may borrow books for a two-week

period and may renew for another two weeks, if necessary. If a book is not returned on time, another book may not be checked out.

If a book is lost, the full cost of replacement is required. The students will be given a computer printout reminder for late books on progress report and report card day and parent/guardian will receive an e-mail. After reminders, replacement costs for books overdue by one month will be added to a student's FACTS account. After the account has been charged, there will be no refunds. If a family chooses to purchase a book and give it to the library as a replacement for a lost or damaged book, there will be a \$2.00 processing fee assessed. Fees for damage to books will incur as well.

The library is open from 7:30 a.m. until 4:00 p.m. daily. The library is for student use only. The library is closed to visitors if there is a class in the library. Students must be supervised by teachers or other school personnel while using the library at all times.

ENRICHMENT PROGRAM: The Enrichment Program serves the dual purpose of assisting in the identification of academically talented learners as well as developing higher-level thinking skills in students of all abilities. The students, who demonstrate an academic strength as indicated by standardized tests, classroom performance, and higher-level thinking skills, will participate in bi-monthly classes focusing on interdisciplinary units of study designed to challenge and enhance his or her academic development. These students are required to demonstrate a strong commitment and a high level of participation to remain in the Enrichment Program.

SCHOOL SPONSORED ACADEMIC EVENTS: St. Gregory the Great School encourages participation in other academic events which are normally held outside of school hours and in which transportation is normally provided by the participants' parents. Examples of these events are CAAC, Speech Tournaments, Spelling Bees, History/Science Fairs, etc. The rules for participation in these events are provided specifically for each event. Since other schools normally sponsor these events, all students and parents will abide by the special rules of the sponsoring school or organization.

GRADING POLICY

REPORT CARDS (7104) Individual assessment of a student's academic progress is a vital part of the educational system. St. Gregory the Great Catholic School follows the grading policy set forth in the *Handbook of Policies and Regulations for the Archdiocese of San Antonio*. Report cards are issued four times a year based on a nine-week grading period. The report card is an evaluation of the student's performance in school. Grades are determined by the student's performance on tests, projects, quizzes, class work, homework and participation. The conduct grade is based on the student's adherence to the behavioral guidelines, attitude and personal responsibility.

ACADEMIC GRADING - All schools are on a quarterly grading period schedule. The following evaluation keys are used for 3K, 4K, 5K, and grade 1:

	<u>Grade 1 Equivalencies</u>	<u>PK3 & 4</u>
E = Exceptional Progress	E 94 – 100	E Excellent
V = Very Good Progress	V 85 – 93	S Satisfactory
G = Good Progress	G 75 – 84	P Progress
G- = Minimal Progress	G- 70 – 74	N Needs
L = Limited Progress	L below 70	Improvement

Numerical grades are used from second grade through eighth grade. The Following evaluation key is used:

94 - 100	(A)	Exceptionally High Achievement
85 - 93	(B)	High Achievement
75 - 84	(C)	Average Achievement
70 - 74	(D)	Low Achievement
Below 70	(F)	Failure to Master Material

ROTATION SUBJECTS AND CONDUCT/RESPONSIBILITY GRADES are indicated in the following manner:

O	Outstanding
S+	More than Satisfactory
S	Satisfactory
S-	Minimal Expectations met
I	Improvement Needed
U	Unsatisfactory

ACADEMIC HONOR ROLL (Grades 4 - 8):

High Honors 94-100 in all subjects with letter grades of “S” or higher in Rotation subjects.

Honors 85-100 in all subjects with letter grades of “S” or higher in Rotation subjects.

PROMOTION POLICY (7105) Any student who fails **one core subject** for the year must attend summer school in order to be promoted. Proof that the failed subject has been successfully completed must be submitted to the school office before promotion is granted. If a parent/guardian chooses tutoring as a summer school substitute, 24 hours with a qualified teacher or agency is required. Depending on the progress of the student in summer school, re-admission may be granted on a probationary basis by the principal. The failure of **two or more core subjects** for the year will result in the student having to repeat that grade. The core subjects are Religion, English, Reading/Literature, Mathematics, Science and Social Studies; Spanish is a major subject in middle school. There are no social promotions in the Catholic schools in the Archdiocese. Students are promoted to the next grade level based on their academic achievement. Students in pre-kindergarten, kindergarten and first grade may not be promoted if they are exhibiting limited progress in emotional and social growth, motor development, language, cognition, Reading or Math. The following are the specific regulations for promotion for various grade levels:

3K-4K Promotion at this level is determined by the teacher, counselor and principal in consultation with the parent/guardian.

5K - 1 Students must have at least a “G” (*Good Progress*) final average in Reading **and** Mathematics.

2 - 5 A student must have at least a "70" final average in Religion, Reading, Language Arts, Mathematics, Science and Social Studies. A student who fails Reading and Mathematics will not be promoted.

6 – 8 A student must have at least a “70” final average in each core and major subject. The core subjects are: Religion, English, Reading/Literature, Mathematics, Science, and Social Studies. Spanish is a major subject in grades 6-8. A student who fails two or more **core** subjects is not promoted.

STUDENT SUPPORT PROCESS (7103) St. Gregory the Great recognizes that the academic success of each student as an important goal and therefore utilizes a positive solution based process titled Family Support Team Meeting. The sole purpose of this process is to assist students in preventing academic failure by the use of the schools' resources and staff. The process includes systemic procedures in analyzing and monitoring the student behavior and/or academic struggles before, during and after interventions. The Family Support Team Meeting can be initiated by the parent or guardian, school counselor, Academic Interventionist, Administration or teacher. Parents/guardians, the student's teachers, and the school counselor are present to discuss academic or behavioral concerns and develop solutions. These meetings are held for any student who has demonstrated the need for assistance and for those students who are on contract for admission. If documentation of progress of a student shows that a student continues to struggle academically, additional tutoring outside academic support may be required for a student to remain enrolled. If a student is not making adequate progress, the Administration and the Academic Team may determine that a student shall not enroll for the following school year. If the decision is made, St. Gregory the Great will assist the family in finding a school which appropriately meets their needs.

TEACHER/STUDENT COMMUNICATION: Students who desire to discuss their academic progress or an individual personal problem must schedule a conference time with the individual teacher. A conference time will be established at a convenient time for the teacher during the school day. Since classroom time is considered instructional time, there may not be adequate time to discuss an individual problem during a specific class.

COPYRIGHT (7005) All employees, volunteers, and students will abide by the federal copyright laws. Employees, volunteers, and students may copy print or non-print materials allowed by: 1. copyright law, 2. fair use guidelines, 3. specific licenses or contractual agreements, and 4. other types of permission. Employees, volunteers and students who willfully disregard copyright law are in violation of Archdiocesan policy, doing so at their own risk and assuming all liability

HOMEWORK (7106) Homework is assigned primarily to reinforce class instruction and, secondly, help the student form good study and work habits. Keeping these two positive aspects in mind, parents should demonstrate an active interest in the child's day-to-day progress and provide suitable conditions for home study. Each student will be responsible for submitting all assignments on time. This may vary according to age level. Each grade level will specify appropriate consequences. In the case of an absence, the student remains responsible for assignments due during that period. It is the student's responsibility to see that all assignments, class work and homework, are completed and submitted to the teacher within the ordinarily allowed one-day grace for each day absence. If not turned in during this time, the assignment(s) will be recorded as late work. An administrator may be consulted for any exceptions due to extraordinary or extenuating circumstances.

Individual study/homework times will vary from student to student. The following time allotments are recommended:

Kinder	20 minutes
First grade	30 minutes
Second grade	40 minutes
Third grade	50 minutes
Fourth grade	1 hour
Fifth grade	1 ½ hours or more
Sixth, Seventh, Eighth grade	2 hours or more

Remember that these times are approximate times. Occasionally, assignments will take longer due to the difficulty of the topic, etc. At various times, teachers assign special projects that extend over several days or weeks. Homework will also take longer to complete if students do not begin long-term

projects as soon as they are assigned. Homework assignments will be posted and available for parents via RenWeb, however, parents should check their child's assignment notebooks for homework and test dates daily for updates.

ACADEMIC ASSESSMENTS: Teacher constructed or publisher-supplied tests (such as weekly, chapter, or unit tests) will be administered as deemed necessary by the teacher. Students can expect to be assessed on academic subjects as well as some elective courses. Students must be prepared for any such tests. Prior to a scheduled test, the teacher will provide adequate notification to the student. It is the parent's responsibility to be aware of his/her child's performance by reviewing, on a regular basis, the graded work of their child and by checking Renweb. Teachers will return graded work on a regular, timely basis.

STANDARDIZED TESTING (7400) Iowa and Cognitive Abilities Test (CogAT) Assessments, in accordance with the Archdiocesan policies, are administered during the spring each school year. Students in grades 1-8 are administered total battery of the test for the IOWA and 2nd and 6th take the CogAT. The Archdiocesan testing program includes standardized tests of general achievement and scholastic ability. This balance should provide St. Gregory the Great and the Archdiocesan system as a whole with sufficient data for making realistic decisions about future goals of the system, St. Gregory the Great, and individual students. For specific test interpretations, the parent is encouraged to discuss his/her child's scores with the student's teacher and/or school counselor.

Students in grades 5 and 8 are also administered the National Catholic Association Education (NCEA) *Assessment of Catechesis Religious Education (ACRE)*, also in accordance with the Archdiocesan policies, in the spring of the school year. The ACRE tests faith knowledge and students' beliefs, attitudes, practices, and perceptions.

As part of the *Success for All (SFA) Reading Program*, the STAR Reading Diagnostic Assessment is given at various times during the school year to students in 2nd – 8th grade. An individual Success for All reading assessment is administered to 1st grade students on an eight week basis and kindergarten students at the end of the school year.

To facilitate ongoing Math assessments, the STAR Math Diagnostic Assessment will be given to students in grades 1st through 8th at various times during the school year.

To prepare 8th graders for high school success, the PSAT will be administered during the year.

TEXTBOOKS: All textbooks used are those adopted by the Department of Catholic Schools and meet the requirements established by the Texas Catholic Conference Education Department. Textbooks are the sole property of St. Gregory the Great School.

- Each student is responsible for the set of books issued for his/her use.
- All hard-bound textbooks are to be neatly covered throughout the school year; textbook covers are not to be taped to inside binding of books.
- Students may not write or deface textbooks in any way.
- Textbooks which are damaged or lost must be paid for by the student before he/she can receive report cards or end-of-semester/end of the year exams are administered.

LOCKERS:

- Lockers are used for students in the 6th, 7th, and 8th grades for books and personal belongings.
- Homeroom teachers assign lockers on the first day of school.
- Locker use is a privilege and may be suspended if abused.
- Lockers will be checked periodically to ensure proper care is taken by students.
- No inappropriate or permanent materials are to be attached, glued, or painted on or in lockers.

FIELD TRIPS (7107) Field trips of an educational or curriculum related nature may occur. All field trips must be approved by the school administration. With some exception, all field trips will be

limited to approximately 2 1/2 to 3 hours in length. Non-school approved trips that involve students will not be promoted or organized within the school. The following policies govern all school-sponsored field trips:

1. A teacher/sponsor will lead and organize all school field trips. Parents/guardians may be asked to serve as a chaperone. Chaperones make a commitment to supervise and are expected to remain with their assigned group at all times and to follow the teacher's guidelines. A copy of a current criminal background check (cleared through the Archdiocese of San Antonio (valid for 3 years) must **accompany all field trip permission forms** for all parents/guardians wanting to chaperone.
2. The teacher/sponsor will verify that each student has submitted the formal permission form signed by the parent or guardian prior to departure on the trip. NO TELEPHONE REQUESTS WILL BE HONORED. If the parent/guardian does not provide the required permission, the student will not be permitted to participate. It is respectfully requested that the permission form be submitted on time to prevent undue stress on the part of the student, teacher and parent.
3. Transportation will be approved by the school administration. Chartered or school buses will be used. Any student who rides to an event in an assigned bus is expected to ride the same bus back to school.
4. Parents/guardians who provide their own transportation for their child (only) take full responsibility for that child to and from the field trip as well as during the field trip activities; the child must be signed out and in at the school office. All parents are required to pay the transportation fee even if the parent transports the child.
5. Teachers will provide students and parents with a written permission form for the trip which shall include:
 - place, date, time of departure and return, and the name of the teacher/sponsor
 - the method of transportation
 - a list of items needed by the student while on the trip
6. Teachers and chaperones will support and enforce the rules and regulations as outlined in the StG Parent – Student Handbook during all field trips. Infractions of the rules and regulations established by the teacher/chaperone may become the rationale for excluding students from future trips and activities.
7. All field trips will be scheduled through the Principal's office.
8. St. Gregory the Great dress and grooming codes are enforced during field trips, unless the Principal directs otherwise.
9. Any student who is absent a half-day or more from school the day of the field trip will not be allowed to participate upon arrival at school or at the site.
10. Any parent who does not allow his/her child to attend a class field trip will be responsible for keeping the child at home or securing alternative care.
11. No siblings (younger or older) will be allowed to attend a field trip.
12. **Any student with 2 or more SOR's will need to be accompanied by a parent in order to attend the field trip.**
13. **No refunds will be provided to any parent whose child does not attend the field trip, regardless of the reason.**

CONDUCT AND DISCIPLINE

CODE OF CONDUCT (3301) The St. Gregory the Great School community believes self-discipline is the key to understanding God and the world around us. Learning respect for oneself and others begins at an early age and continues into adulthood. Through rules of behavior, St. Gregory the Great students are expected to conduct themselves according to a Catholic code of humility, understanding, respect for all life, and above all, a persevering spirit of community and reconciliation.

St. Gregory the Great administration, faculty, and staff are dedicated to the enlightenment of the child to understand, in a broad sense, the effects of his or her own words and deeds. It is believed that the child attends St. Gregory the Great for a purpose and that he/she is an integral blessing to the school community. It is believed that through discipline, the home and school share the responsibility of engaging the child as an active member of God's greater community.

The classroom teacher is a powerful influence in creating a positive school climate. The teacher-student relationship is paramount for good discipline. Each teacher and her/his students create classroom expectations that are developmentally appropriate for the specific grade level. The specific consequences for each grade level may be obtained from the student's teacher. Classroom expectations are posted in the classroom.

DISCIPLINARY ACTION (3401) The following guidelines are utilized by all St. Gregory the Great Catholic School faculty and staff for establishing appropriate disciplinary action:

- Good classroom discipline is first and foremost the responsibility of the classroom teacher.
- Emphasis should be placed on positive reinforcement rather than on punishment.
- In dealing with student behavior, respect for the personal dignity of the student should be evident.
- Conferences and written communication between the home and school regarding infractions and reasons for continued dissatisfaction must be logged and kept on file by the teacher or staff member.
- Conferences are typically held with the teacher first regarding disciplinary incidents or concerns.
- St. Gregory the Great administration, faculty and staff implement the Code of Conduct and Disciplinary Action in a fair, just, and loving manner with **all** students. Parent partnership, communication and support is imperative throughout this process. Discussions regarding the consequences of a student other than a parent's own child is prohibited.

It takes both home and school, working together, to nurture in a child a sense of responsibility, the importance of good choices, and Christian values and morals. It is believed that daily communication between home and school greatly facilitates this cooperative effort. In order to realize this objective, student discipline and accountability at St. Gregory the Great School is in the form of a teacher signature system implemented throughout the grades. It is imperative that parents/guardians be kept informed of their child's progress, whatever the grade level, with regard to conduct and work habits. Parents and guardians are strongly encouraged to check their child's folder (grades Pre-K3 through 3rd grade). An email is sent to parents through RenWeb indicating conduct/responsibility infractions (grades 4th through 8th).

Every choice and every action has a consequence. Students respond better when the consequences for making improper choices are made clear to them from the beginning. With knowledge of the developmental level of the children, the teacher clearly conveys to the class his/her expectations in order to optimize learning for the individual and for all the students in the class. When expectations are not met, a teacher's signature in the *take-home folder* (or other form of immediate communication) or *student assignment book* indicates the student's infraction. For more serious infractions, more serious consequences follow such as but not limited to a Student Office Report (SOR) and one of the following:

1. Loss of Privileges

- 2. Detention**-If a teacher or administrator issues a detention, the student will serve the detention after school. Grades 4th-5th serve detention on Tuesday, Wednesday and Thursday from 3:30-4:15. Upper Unit will serve detention on Tuesday and Thursday, same time.

3. **Saturday School**-Saturday school is from 8:30 a.m. to 11:30 a.m. on a designated Saturday. For students who receive a Saturday school, a **\$50.00 fee is assessed** via FACTS. Students must also wear their school uniform. Saturday School is scheduled as needed.
4. **Off-Campus Suspension**-*See Off-Campus Suspension*
5. **SOR**- One or a series of infractions earns a Student Offense Report (SOR). **The SOR serves as notification to parents of significant misconduct.** The misconduct and its consequence/s are noted on the SOR. The SOR is to be signed by the parent/guardian and returned the following school day to the homeroom teacher or an administrator; parents should keep their copy of the SOR. Parent support in talking with their child and using their judgment in imposing their own consequences at home will greatly influence their child and increase the effectiveness of modifying the behavior.

Note: A parent's refusal to sign a disciplinary report (detention, SOR, etc.) will not negate the report or the consequence.

A student may be issued a signature for:

- Missing or incomplete assignments
- Failure to follow directions when given (verbal or written)
- Failure to be prepared for class
- Chewing gum
- Desecration of the assignment notebook (a new assignment notebook will be required to be purchased)
- Disrespecting one's own or another student's books, supplies or property
- Excessive talking in class or church
- Inappropriate/Disrespectful behavior
- Passing notes in class (depending on the content this may be more serious than a signature)
- Disrespectful or disruptive behavior (this may be more serious than a signature)
- Inappropriate language (verbal or written), drawings or gestures (this may be more serious than a signature)
- Uniform violations
- Grooming violations

Early Childhood and Early Elementary Grades PK3 through 2nd Grade Discipline Process

Parents of students in grades PK3 through 2nd grade receive a report in the child's take-home folder (or by another form of communication, i.e. telephone, email) of any significant infraction that has occurred during the school day. Consequences are commensurate with the infractions. Teachers will make every effort to modify unacceptable behavior in the classroom. However, behavior that is disruptive or may injure or hurt another person is serious and may result in a loss of privilege, and a visit to the Administration office accompanied by a Student Offense Report or even suspension. If a student is physically aggressive, the student will be sent home for the remainder of the day. **The second SOR will result in a required conference with the parents/guardians to determine an effective plan of action. Three SORs for aggressive behavior may result in the child being withdrawn from school.** Academic progress, conduct, and social behavior are noted on the report card.

3rd -8th Grade Discipline Information

Students in grades 3rd -8th grade receive signatures for conduct and lack of responsibility. Signatures for Conduct and Responsibility will be kept separately. Therefore, Conduct Grades will only be impacted from Conduct signatures and SOR's given for Conduct. Students who receive

Signatures for responsibility only will not have their Conduct grade impacted. Teachers indicate misconduct or lack of responsibility on the Conduct/Responsibility Log via RenWeb.

3rd Grade (per quarter)

- A student earning **7 signatures in Conduct or 7 signatures in Responsibility** is sent to the Administration office for a conference and student **will lose one day of recess**.
- Earning 7 additional signatures (total of 14) in Conduct or Responsibility, results in **two days of missed recess** and a visit to the Administration office and a phone call to parents.
- Earning 7 additional signatures (total of 21) in Conduct or Responsibility results in the student earning a SOR and a Family Support Meeting.

4th Grade (per quarter)

- A student earning **5 signatures in Conduct or 5 signatures in Responsibility is issued a detention;** detentions are served on Tuesday, Wednesday, or Thursday from 3:30 pm -4:15, with teacher supervision. **PARENTS WILL BE E-MAILED REGARDING THE CHILD'S DETENTION.** Any changes to the date of detention will require advance approval of Administration. Any student who misses a detention without prior permission will serve two detentions. Students may participate in extracurricular activities on the day of the detention.
- Earning 5 additional signatures (total of 10) in Conduct or 5 additional signatures in Responsibility, results in a 2nd detention and an SOR.
- Earning 5 additional signatures (total of 15) in Conduct or Responsibility results in the student earning a SOR and a Saturday School.
- Earning 5 additional signatures (total of 20) in Conduct or Responsibility results in the student earning a SOR, a Saturday School, and a Parent meeting with the Administration.

5th Grade (per quarter)

- A student earning **4 signatures in Conduct or 4 signatures in Responsibility will be issued a detention;** detentions are served on Tuesday, Wednesday or Thursday from 3:30 pm -4:15 pm under the supervision of the teacher. **PARENTS WILL BE E-MAILED REGARDING THE CHILD'S DETENTION.** Any changes to the date of detention will require advanced approval of the Administration. Any student who misses a detention without prior permission will serve two detentions. Students may participate in extracurricular activities on the day of the detention.
- Earning 4 additional signatures (total of 8) in Conduct or 4 additional signatures in Responsibility, results in 2nd detention and an SOR.
- Earning 4 additional signatures (total of 12) in Conduct or 4 additional signatures in Responsibility results in the student earning a SOR and a Saturday School.
- Earning 4 additional signatures (total of 16) in Conduct or 4 additional signatures for Responsibility results in an SOR, Saturday School (SS) and a parent meeting with the Administration.

For both 3rd - 5th grade:

- The signature count will start over each quarter.
- **Two or more SORs** for either conduct or responsibility will result in a Family Support Meeting with the student, parents and the administration.

This process regarding discipline prepares the intermediate level student for the challenges of the upper-unit. Appropriate behavior, a sense of responsibility, and good work and study habits will

establish a foundation for better moral choices, academic success, good citizenship, and preparation for grades 6, 7 and 8, and beyond.

Upper-Unit 6th, 7th and 8th grade Discipline Process

At this level, the discipline process, signatures and consequences are more structured as the challenges for the older students are greater. Administration and faculty log in all discipline information in the RenWeb program. Parents have this tool of communication readily available to review their child's attitude, conduct, and responsibility. It is imperative that parents/guardians be kept informed of their child's progress with regard to conduct and work habits by accessing the RenWeb program on a regular basis.

The signatures recorded on RenWeb are cumulative only during the semester, first or second, in which they occur (August through December and January through June). In other words, students "start fresh" in August and January.

Consequences for Signatures:

1. A student earning **3 signatures in Responsibility** or **3 signatures in Conduct** will result in an after-school detention. **After school detentions are held on Tuesdays & Thursdays.** Parents will receive a minimum of a one day notice. After-school detentions are served from **3:45 pm - 4:45 pm** under the supervision of an upper-unit teacher. Students will be required to complete homework during detention.
 - o Any student missing or late for a detention without making prior arrangements with an administrator will earn two detentions, one for the original infraction and the other for the missed or late detention.
 - o The student **may attend** any extracurricular activity on the day the detention is served. However, it is at the discretion of the Coach and/or sponsor to determine if the student may participate or play that day.
2. **6 signatures in Responsibility** or **6 signatures in Conduct** will result in another after-school detention.
3. **9 signatures in the area of Responsibility** or **9 signatures in Conduct** will result in a Student Offense Report (SOR), Saturday School and a Family Support Meeting.
4. **12 signatures in Responsibility** or **12 Signatures in Conduct** will result in a Saturday School, a 2nd SOR and a parent meeting with the Administration in which a behavior contract will be issued.
5. **13+ Signatures in Responsibility** or **13+ Signatures in Conduct** will be handled at the Discretion of the Administration.
6. Grooming/Dress Code infractions are given a responsibility signature.

The following Conduct Grade Rubric is used for Upper Unit students:

0 – 1	Conduct Signature	O
2 – 5	Conduct Signatures	S
6 – 8	Conduct Signatures (1 SOR)	S-
9 – 14	Conduct Signatures (2 SORs)	I
15 +	Conduct Signatures (3 SORs)	U

The loss or destruction of an *Assignment Book* is serious. Students are responsible for locating the lost book or purchasing a new one within two school days. Depending on the student's record of conduct and responsibility, a signature may be issued for a lost *Assignment Book*. This will be at the discretion of the administrator.

Student Offense Reports, In-School Suspensions, and Off-Campus Suspensions (3402)

Student Offense Report (SOR) Process and Policy:

A *Student Offense Report (SOR)* is earned by one, or a series of, infraction/s. It serves as notification to parents of a significant infraction. The infraction and its consequence are noted on the *SOR*.

- *SOR*'s for conduct only will affect the conduct grade.
- 2 or more *SOR*'s will result in a parent conference and or a family support to discussed students attitude, behavior and/or lack of academic achievement.
- Once a student receives a 3rd *SOR* there is a clear pattern of misbehavior and/or poor attitude and the status of continued enrollment will be an issue.

In-School Suspension (ISS) Process and Policy (3402)

In-School Suspension (ISS) will be given for serious infractions at the discretion of the Administration.

- The student is removed from the classroom for the day and placed in an on-campus setting with a supervisor. The student is expected to complete all assignments and any scheduled tests that the teacher sends to the ISS supervisor.
- There is a \$50.00 ISS fee added to FACTS tuition the day the student serves the ISS.
- The process remains the same for the second through fourth ISS.
- During the course of the school year, any student who serves five ISSs, will automatically receive an *Off-Campus Suspension* and will be placed on probation for the remainder of the school year; NO extracurricular activities or events unless otherwise specified. A parent conference with the counselor and an administrator will be required and the status of continued enrollment will be discussed.

Off-Campus Suspension (OCS) Process and Policy (3403) An *Off-Campus Suspension (OCS)* may be issued to a student for one serious infraction, for repeated infractions, or for five *In-School Suspensions*.

- Parents/guardians will be notified of any OCS via the *SOR* and phone call and/or in-person conference.
- An OCS requires that the student be picked up from school for the remainder of the day or the student may be issued a full one-day or two-day suspension depending on the severity of the infraction. An all-day suspension (one or two days) requires a meeting with a parent upon the student returning to school.
- The student will be ineligible for extracurricular activities during the days the OCS was served and will receive a "U" in Conduct on the report card.
- The student is responsible for completing all class and homework assignments on the due date.
- **A student serving a two-day off campus suspension will be placed on probation for the remainder of the school year. The student may not participate in extracurricular activities.**
- If a student has served a two-day OCS and earns another OCS while on probation, a meeting must be scheduled with the student, parent/guardian, administrator, and pastor. Expulsion may be necessary in the best interest of the student and student body.
- If a student shows no marked improvement or gives the impression that he/she has no intention of improving behavior or attitude, through his/her actions, the principal may ask the parent to remove the child from the school. If the parent refuses to remove the child from school, Administration can expel the student.

- The OCS process and policies apply to all students in grade PreK3 through 8th grade.

Serious Infractions

For any infraction, it is the judgment of the Principal or designee to invoke a severity clause. The consequences based on the severity of the action will be at the discretion of the Principal, designee, and/or pastor, and may result in a Student Offense Report, In-School Suspension, Off-Campus Suspension, and/or Expulsion.

The following are examples of, but not limited to, the types of behaviors that are not tolerated at St. Gregory the Great Catholic School at any time:

- Forbidden Items - bringing to school any non-school supply or item that is inappropriate or can harm another without specific permission from the teacher or administrator. These include but are not limited to laser beam instruments, aerosol sprays, electronic games, radios, MP3 players, handheld games, iPods, iPads, Smart watches, **fidget items such as spinners, blocks, or any other similar item (unless pre-approved by the counselor)** etc. Any faculty or staff member has the right to confiscate such item and deliver to the Principal or designee. Items collected will only be given back to the parent.
- Cheating/Dishonesty- **giving or receiving** any information on any assignment, quiz, test, or project. A grade of zero will be issued on the work of any student who participates in cheating and/or dishonesty. The student(s) will then be subject to disciplinary action.
- Plagiarism - taking someone else's work and claiming it as one's own, such as: using a person's exact words, paraphrasing a person's work, using a photo or illustration without crediting the source, copying and pasting articles from an encyclopedia or website.
- Bullying – A single significant act or pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal aggression, engaging in written or verbal expression, expression through electronic means, or physical conduct that occurs within or outside of school property, at a school-sponsored or school-related activity, or in a vehicle operated by the school or the Archdiocese of San Antonio and that:
 1. Has the effect or will have the effect of physically harming a student , damaging a student's property, or placing a student in reasonable fear of harm to the student's property; or
 2. Is sufficiently, severe, persistent, and pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

This conduct is considered bullying if it:

1. Exploits an imbalance of power between the student perpetrator and the student victim through written or verbal expression or physical conduct; and
 2. Interferes with a student's education and substantially disrupts the operation of a school.
- Harassment: Is defined as physical, verbal, or non-verbal conduct based on the student's race, color, religion, gender, national origin, disability, or any other basis prohibited by law that is so severe, persistent, or pervasive to the conduct:
 1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
 2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
 3. Otherwise adversely affects the student's educational opportunities.

- Physical Aggression or Horse playing - may or may not be malicious but is an act which can result in a child being hurt, i.e. pushing, pinching, tackling, biting, slapping, punching, throwing rocks or other objects.
- Disrespect - any insulting actions, gestures, drawings, and/or language (verbal or written) directed at any student, parent, faculty, or staff member. This includes any posting on any social media or social networks.
- Vandalism/damaging of school or someone's belongings.- damaging, destroying or misusing school equipment or school property in any manner. Parents will assume the cost of repair or replacement of any school property damaged by the student. Any taking or damaging of another person's property will require replacement of such stolen or damaged items.
- Graffiti - any defacing of school property or the property of a student or teacher.
- Forgery - signing a parent's or guardian's signature (by the student or any other unauthorized person) to a note, test, or other materials; a parent or guardian may not give their child permission to sign the parent's or guardian's name.
- Gambling - betting in any form will not be permitted on the school campus or any place at which a school contest or activity is taking place.
- Substance Abuse - using, possessing, or distributing any type of controlled substance including alcohol based hand sanitizer.
- Theft - taking or possessing any article of value that belongs to another person.
- PDA - any public display of affection to include kissing, hand holding, sexual, vulgar or profane behavior; possessing, writing, downloading/uploading any material that is sexual, profane, or offensive in nature is prohibited. Disciplinary action will be applied.
- Cell phones - use of cell phones during school hours is prohibited unless is requested by teacher for part of lesson (includes Before School Care and After School Care).
- Smart Watches- use of any type of smart watch during school hours is prohibited (includes Before School Care and After School Care). I.e. Apple watch, Samsung Galaxy watches, fossil, and any watch with cell phone functions.
- Chronic Disruptive Behavior - Behavior that repeatedly disrupts the flow of instruction and/or the teacher's efforts to maintain a harmonious classroom environment that is conducive to learning.

CELL PHONES & SMART WATCHES

Students are permitted to have cell phones on campus, however, they must be **turned off and out of sight**, unless the teacher permits use for instructional purposes. On testing/quiz days, cell phones are prohibited in classrooms and testing areas. Confiscated phones will be turned into Administration and will only be returned to a parent or guardian. **Smart Watches are prohibited** and will be confiscated and turned into the Administration office and will only be returned to the parent or guardian. Students may receive disciplinary consequences for failure to follow cell phone/smart watch policy. Cell phones may not be used during extra-curricular events nor be used by participants. **The use of a camera or video function on a cell phone is prohibited on campus at all times.** Violation of this policy will result in disciplinary consequences. St. Gregory the Great employees shall confiscate any cell phone/smart watch from students who violate this policy. Once a student commits a third violation to this policy in a school year, the privilege of possessing a cellular phone on campus shall be revoked for the remainder of the school year. St. Gregory the Great Catholic School is not responsible for lost, damaged, or stolen cell phones.

1st Offense	2nd Offense	3rd Offense
Student will receive a cell phone violation signature	Student will receive a cell phone violation signature	Student will receive an SOR. The student will no longer be allowed to have a phone on campus for remainder of the year.
Parent must pick up cell phone or smart watch from Administration between the hours of 7:30 a.m. – 4:00 p.m.	Parent must pick up cell phone or smart watch from Administration between the hours of 7:30 a.m. – 4:00 p.m.	Parent must pick up cell phone or smart watch from Administration between the hours of 7:30 a.m. – 4:00 p.m.
\$15 fee must be paid to the finance office before the phone is returned to the parent.	\$25 fee must be paid to the finance office before the phone is returned to the parent.	\$35 fee must be paid to the finance office before the phone is returned to the parent.

Any student possessing a cell phone on campus must have a cell phone contract on file with the Administration office.

EXPULSION (3403) A student may be expelled from school when other means of discipline have failed. A student may be immediately expelled from school for certain very serious infractions and/or after a single violation if, despite his or her previous disciplinary history, the student’s continued presence in the school would seriously hamper the school in fulfilling its obligation to other students.

Expulsion is a serious matter and implemented only as a last resort. Normally it will follow a grave offense or a series of chronic offenses indicating a basically hostile attitude. When such a serious case arises, the following procedures will be followed:

- There will be a documented conference of the principal, teacher and student. If the problem cannot be resolved, the student is suspended.
- This is followed by a documented conference of the principal, teacher and parents. If no solution is reached, another conference is held with the Pastor present.
- The principal and pastor then decide either to readmit or expel the student. If readmitted, the student is on probation for the remainder of the school year. If the decision is for expulsion, the Archdiocesan Superintendent of Catholic Schools is notified and given a brief written explanation of reasons for the expulsion.

IMMEDIATE EXPULSION: A student will be subject to immediate expulsion when he/she:

- Participates in disruptive activities by a group such as a gang.
- Arson, starting a fire or causing an explosion with the intent to destroy or cause damage.
- Possesses, uses, or delivers narcotics, dangerous drugs or alcohol on school campus or during school-sponsored activities.
- Smokes or uses any tobacco product on school property or at a school-related activity.
- Possesses, uses or conceals a weapon (a weapon is any instrument which may produce bodily harm or death) on school property or at a school-related activity.
- Threatens any student, parent or any school personnel with bodily injury or harm.
- Assaults a student, parent or any school personnel.
- Vandalizes school property or the property of others.
- Engages in chronic or repeated misbehavior that disrupts the learning environment.

- Behaves in any manner inside or outside of school that would negatively impact the reputation of the school in a significant way that includes but is not limited to sexting, sexual behavior, pornography, promiscuous behavior.

In imposing discipline, the principal or designee will consider the seriousness of the offense, the student's age and grade level, the student's attitude, and the potential effect of the misconduct on the school environment.

READMISSION POLICY: Once expulsion has occurred or a student has been asked to withdraw for disciplinary purposes, readmission will not be permitted within the same school year or the following school year. Under special circumstances, admission may be allowed in subsequent years after review and approval by the pastor and principal.

SUBSTANCE ABUSE POLICY (3309) No student shall possess, use, or attempt to possess, use, or be under the influence of any of the following substances on school premises during any school time or off school premises at a school-related activity, function, or event:

1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen stimulant depressant, amphetamine, or barbiturate.
2. Alcohol or any alcoholic beverage.
3. Any volatile chemical substance for inhalation such as glue or aerosol paints.
4. Any other intoxicant, or mood-changing, mind-altering, or behavior-altering drug.

Note: Any parent, faculty or staff member chaperoning any school-sponsored event are bound by the above policy.

Definitions:

- "Use" means a student has smoked, ingested, injected, imbibed, inhaled, drunk, or otherwise taken internally a prohibited substance recently enough that it is detectable by the student's physical appearance, actions, breath, or speech.
- "Under the influence" means a student's faculties are noticeably impaired, but the student need not be legally intoxicated.
- Students who violate this policy shall be subject to disciplinary action including expulsion. A student who uses, in the manner prescribed, a drug authorized by a licensed physician through a prescription specifically for the student's use and who has given this medication with a written request to the Health Care Coordinator shall not be considered to have violated this policy.
- The transmittal, sale, or attempted sale of what is represented to be any of the above-listed substances is also prohibited under this school. Students involved in such actions shall be expelled from school.
- Any student who has knowledge of the occurrence of any of the above infractions, which may be harmful to the perpetrator of the offense or other persons, has the responsibility to call the incident to the attention of school authorities. Failure to do so may be defined as involvement and will also be subject to disciplinary action.

SEARCH AND SEIZURE (3310) The legal relationship between St. Gregory the Great School and the student [or the student's parent(s) or guardian(s)] is one of contract law. The principal, and/or designee may search student desks, lockers and belongings including, but not limited to, handbags, briefcases, backpacks and other items in a student's possession at any time.

ANTI-HARRASSMENT ENVIRONMENT (3302)

Each school must have a bullying prevention policy and bullying prevention plan. Each year the school must publish the approved bullying prevention policy and plan. The bullying prevention policy

and bullying prevention plan shall be submitted annually to the Department of Catholic Schools for review and approval. It is the responsibility of all Catholic school leaders to ensure that a safe, positive and productive educational environment be established in each school, where no student shall be subjected to bullying, discrimination/harassment, cyber-bullying, or retaliation. The principal of each school and designated staff members (school counselor, lead teacher) with the oversight of the pastor, are collectively responsible for the implementation of bullying prevention and intervention procedures. The prohibition against acts of bullying, discrimination/harassment, cyber-bullying, or retaliation applies to all people engaged in all school related activities; all students, regular or temporary, part-time or full-time employees; volunteers, instructors, and consultants.

ALL MEMBERS OF THE SCHOOL COMMUNITY SHALL:

- Conduct themselves in a manner that contributes to a positive school environment.
- Avoid any activity that may be considered discriminatory, intimidating, or harassing.
- Consider immediately informing anyone harassing him or her that the behavior is offensive and unwelcome.
- Report all incidents of discrimination or harassment to the Principal, designee, or pastor; if not available, report incidents to the school counselor or other school personnel.
- If informed that one is perceived as engaging in discriminatory, intimidating, harassing or unwelcome conduct, that conduct should immediately cease and any future display of offensive behavior must be avoided.

CODE OF CONDUCT:

Our Catholic faith calls for discipline that is derived from respect, compassion and understanding of each other. St. Gregory the Great joins the parents in accepting responsibility for teaching children to learn to control their own behavior and to be responsible for their own words and actions.

Children are guided toward this goal in an atmosphere conducive to learning with a strong emphasis on spiritual and moral growth. Parents and students are expected to support the disciplinary process and to cooperate fully with the administration and the faculty in the enforcement of these policies. Lack of cooperation on the part of the parents and/or the student may jeopardize the present and future enrollment of a student. Additionally, it is important for parents to understand that the Administration reserves the right to modify and/or add new directives and consequences to the discipline policy, as individual circumstances require.

All employees of St. Gregory's the Great will work together, along with parents and students to live by the four guiding principles for discipline based on respect for God, respect for self, respect for others and respect for property.

- **Respect for God:** Students are encouraged to practice the Catholic-Christian faith through:
 1. Active participation in liturgies
 2. Sharing Oneself through community activities
 3. Reverence of God through their actions, including exhibiting reverence in church and prayer
- **Respect for Self:** Each individual is a child of God. Each student's behavior reflects this self-respect through:
 1. Propriety in dress
 2. Use of proper body language, including posture and facial expressions
 3. Fulfillment of all student responsibilities
- **Respect for Others:** Each student, parent, teacher, staff member, and visitor is treated as a child of God. Each student's behavior reflects this respect for others through:

1. Cooperation with students, parents, teachers, staff members, and visitors
 2. Treatment of others with kindness in word and actions, a no “bullying” expectation
 3. Modulation of one’s voice
 4. Preservation of privacy of others
 5. Preservation of other’s personal spaces, a “hands-off requirement”
- **Respect for Property:** Students are expected to use facilities and material properly through:
 1. Use of school property and equipment in that manner for which they were intended
 2. Preservation of all these areas of the church and school campus by keeping them clean, neat, and tidy.

BULLYING AND HARASSMENT

DEFINITION:

- **Bullying:** A single significant act or pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal aggression, engaging in written or verbal expression, expression through electronic means, or physical conduct that occurs within or outside of school property, at a school-sponsored or school-related activity, or in a vehicle operated by the school or the Archdiocese of San Antonio and that:
 3. Has the effect or will have the effect of physically harming a student , damaging a student’s property, or placing a student in reasonable fear of harm to the student’s property; or
 4. Is sufficiently, severe, persistent, and pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

This conduct is considered bullying if it:

3. Exploits an imbalance of power between the student perpetrator and the student victim through written or verbal expression or physical conduct; and
 4. Interferes with a student’s education and substantially disrupts the operation of a school.
- **Harassment:** Is defined as physical, verbal, or non-verbal conduct based on the student’s race, color, religion, gender, national origin, disability, or any other basis prohibited by law that is so severe, persistent, or pervasive to the conduct:
 1. Affects a student’s ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
 2. Has the purpose or effect of substantially or unreasonably interfering with the student’s academic performance; or
 3. Otherwise adversely affects the student’s educational opportunities.
 - All St. Gregory’s students are expected to represent themselves, their parents, and St. Gregory’s at all times with respect, pride, integrity, moral character and as a child of God. Therefore, **bullying that occurs off-campus** between St. Gregory the Great students will not be tolerated and if brought to the attention of the administration, will be handled accordingly.

TYPES OF BULLYING-PERSISTANT OR OTHER EXTENUATING CIRCUMSTANCES:

1. **Physical bullying** is physical acts of aggression such as hitting, kicking, tripping, or pushing.
2. **Emotional bullying** is causing harm to someone's self-esteem or feeling of safety.
3. **Relational/Social bullying** is spreading rumors, intentional exclusions of others, passing harmful notes about another person.
4. **Verbal bullying** is threats of physical bullying, name-calling or other insults, such as making faces or obscene gestures, graffiti on bathroom walls.
5. **Internet (Cyber) bullying** is spreading harmful information or lies about others through e-mails, social media apps, chats, text messages, online blogs, cell phones, and camera. This includes but is not limited to: Facebook, Instagram, Snapchat, Whatsapp, and using another student's password/account.
6. **Sexual bullying** is unwanted touching or comments made about a person's body, body type or physical features including wedgies, bra snapping, and obscene gestures.

PROHIBITION AGAINST BULLYING AND HARRASSMENT

- As defined by the above-mentioned behaviors, bullying behavior is strictly prohibited, and such conduct will result in disciplinary action.

EXAMPLES OF BULLYING:

- Bullying of a student may include hazing, threats, taunting, teasing, confinement, and assault, demands of money, destruction of property, theft of valued possessions, name calling, rumor spreading, or ostracism.

RETALIATION:

- St. Gregory the Great prohibits retaliation by a student or employee against any person who in **good faith** makes a report of bullying, serves as a witness, or participates in an investigation.

EXAMPLES OF RETALIATION:

- Examples of retaliation may include threats, rumor spreading, ostracism, and assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

FALSE CLAIM:

- A student, who intentionally makes a false claim, offers false statements, or refuses to cooperate with a school investigation regarding bullying shall be subject to appropriate disciplinary action.

TIMELY REPORTING:

- Reports of bullying shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the school's ability to investigate and address the prohibited conduct.

- Parents or students may report such behavior through our school website or the App, which allows information to be sent anonymously and with supporting documentation if applicable.

STUDENT REPORTING PROCEDURES:

- To obtain assistance and intervention, any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, counselor, principal or other administrators.

EMPLOYEE REPORTING PROCEDURES:

- Any employee who suspects or receives notice that a student or group of students has or may have experienced bullying shall immediately notify the principal or designee.

COMPLAINT FILING AND INVESTIGATING PROCEDURES:

The following procedures must be followed for filing and investigating a harassment claim:

- The person may first choose to tell the individual causing the bullying/harassment that the conduct is offensive and must stop. If the objectionable behavior does not cease immediately, or if the person feels uncomfortable talking directly to the individual causing the bullying/harassing, then the person must report the behavior to the teacher or administrator. However, the person alleging the harassment will not be required to present a complaint to a person who is the subject of the complaint.

Reporting any type of Bullying complaint may also be done anonymously through:

1. StG app on any cellular device
 2. School Website (this also allows individuals to upload any supporting documentation such as photos, letters, screen shots, and text messages.)
- If the complaint is against the principal, the person must report the incident to the pastor or the superintendent of the Catholic schools.
 - The person alleging the harassment will be asked to complete a formal, written complaint. The Principal or designee will promptly investigate the claim thoroughly and impartially, involving all necessary parties. The Principal or designee will meet with the alleged person. A written report of the investigation shall be kept on file by the school. The confidentiality of such a report will be maintained to the fullest extent possible.
 - Once facts have been gathered, Principal or designee, in consultation with the pastor and/or superintendent, will decide what, if any corrective action is warranted. Once the school determines through its investigation that harassment has taken place, immediate and appropriate action will be taken.
 - To be considered is the type, frequency, and duration of the offensive conduct, i.e. there is a pattern or practice of sustained harassment. A series of incidents at the school, not involving the same student but different students, when taken together, could create a hostile environment.
 - If the complaint is against a non-employee, such as a parent, vendor, or volunteer, the school will investigate and take appropriate corrective action within its authority.
 - The school considers harassment by students to be serious and will consider the full range of disciplinary options, up to and including expulsion, according to the nature of the offense.
 - If the school determines that sexual harassment by a student has occurred, it should take timely, age appropriate and effective correction action, including steps tailored to the specific situation.

- Corrective action, such as changing seat assignment, changing schedules, or suspending the offender, is expected to minimize the burden on the student who has been harassed. Consequences of serious and/or repeated harassment will be cause for expulsion.

INVESTIGATION OF REPORT:

- The principal or designee shall conduct an appropriate investigation based on the allegations in the report. The principal or designee shall promptly take interim action calculated to prevent bullying during the course of the investigation, if appropriate.

CONCLUDING THE INVESTIGATIONS:

- Absent extenuating circumstances, the investigation should be completed within ten school days from the date of the initial report alleging bullying; however, the principal or designee shall take additional time if necessary to complete a thorough investigation.

NOTICE TO PARENTS:

- If an incident of bullying is confirmed, the principal or designee shall promptly notify the parents of the victim and of the student who engaged in bullying.

COUNSELING:

- The principal or designee shall notify the victim, the student engaged in bullying, and any other students who witnessed the bullying of available counseling services.

CONFIDENTIALITY:

- To the greatest extent possible, St. Gregory the Great shall respect the privacy of the complainant, persons against who a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation. Due to privacy laws, the principal cannot discuss disciplinary actions taken however, the principal will follow-up with all parties involved at the conclusion of the investigation.

DISCIPLINE MANAGEMENT PROGRAM:

St. Gregory the Great Catholic School administration, faculty and staff will use the school's discipline policy when determining consequences for reported bullying and harassment behavior. When determining the consequence for bullying, the following will be considered: age of the child, development and understanding of the child, nature of the offense, and the context in which the alleged incident occurred.

The following procedures will be used for reports of bullying and/or harassment:

1. Both parties shall be separated while not discriminating against either party.
2. Notification of bullying or harassment will be communicated in a timely manner to a teacher, counselor, principal, or administrator. This notification will note the time, location, potential witnesses, and offending party.
3. An investigation will then be conducted by the principal or designee. Upon completion of this investigation a disciplinary action will be implemented, the disciplinary action could result in expulsion.
4. The affected party will be informed that a discipline action was taken. The specifics will not be shared. Follow up will continue to ensure that the offending action has stopped.

Parents/guardians of both parties will be kept informed throughout the investigation process.

**THE BULLY PREVENTION PLAN IS SUBJECT TO CHANGES AT ANY TIME AND WILL
BECOME EFFECTIVE IMMEDIATELY.**

USE OF ELECTRONIC COMMUNICATION (3307) A safe environment for all members of the school community should be a hallmark of a Catholic school. This is accomplished, in part, by fostering a climate based on Gospel values that emphasizes the dignity of and respect for all persons. Words, actions, or depictions, which violate the privacy, safety, or good name of others, are inconsistent with that goal. Whether occurring within or outside of school, when a student's use of electronic communication jeopardizes the safe or harmonious school environment or is contrary to Gospel values, he/she can be subject to the full range of disciplinary consequences, including expulsion.

This policy applies to communications or depictions through email, text/sexting messages, or website postings, whether they occur through the school's equipment or connectivity resources or through private communication, which are 1) of a sexual nature; 2) threaten, libel, slander, malign, disparage, harass or embarrass a member of the school community or; 3) in the principal's discretion, cause harm to the school or the school community. This conduct shall be subject to the full range of disciplinary consequences.

Whether the communication occurs within or outside the school property, during or after school hours, when a student's use of electronic communication jeopardizes the safe environment of the school or is contrary to Gospel values, the student can be subject to the full range of disciplinary consequences, including expulsion.

St. Gregory the Great reserves the right to confiscate and/or examine any electronic device in the student's possession while on campus including, but not limited to, cellular telephones, watches, tablets, gaming devices, cameras, school-issued devices or other electronic communication equipment of any type.

Users of the school's equipment or network should have no expectation of privacy in anything they create, store, send, receive or display on or over that equipment or using those connectivity resources, which includes personal files.

Electronic Communication Definitions

Electronic communication includes, but is not limited to, the following: communications or depictions through e-mails, text messages, direct messages, private messaging, website posting, or social media whether they occur through the school's equipment, connectivity resources (e.g. WiFi) or using a personal device.

1. **Professional Electronic Communication** is a work-related activity that addresses instructional, educational, or extra-curricular program matters.
2. **Personal Electronic Communication** use is non-work related activity.
3. **Social Media** is defined as any form of online publication or presence that allows interactive communication, including, but not limited to social networks, apps, blogs, internet websites, internet forums, and wikis. Examples of social media include, but not limited to, Facebook, Twitter, Instagram, Snapchat, Vine, Whatsapp, YouTube, Google+, and Flickr. Additional Social media may be developed in the future that could be covered in this policy.

ELECTRONIC TRANSMISSION OF A SEXUAL IMAGE (3308) Schools have a duty to report to the Department of Child Protective Services (CPS) or local or state law enforcement any suspected cases of electronic transmission of a sexual image involving a minor. If a school official (administrator, teacher, counselor or otherwise) is made aware of any electronic transmission of visual material depicting a minor engaging in sexual conduct, the school must follow their investigation protocol and confirm whether or not the visual material exists. The image at issue should never be printed. The matter must be reported not later than 48 hours after the school official first suspects such material and should be reported to the following parties: • the Department of Child Protective Services (CPS), any local or state law enforcement agency, and • to the guardians' of all responsible and/or depicted parties, and, • the Superintendent of Catholic Schools. Definitions Minors means person younger than 18 years of age. Sexual conduct is defined as "sexual contact, actual or simulated sexual intercourse ...or lewd exhibition of the genitals, the anus, or any portion of the female breast" including the nipple. Tex. Penal Code Sec. 43.25.

Student's Access to School E-Mail

Access to the school e-mail and similar electronic communications systems is a privilege and certain responsibilities accompany that privilege. School users are expected to demonstrate the same level of ethical and professional manner as is required in face-to-face or written communications. Anonymous or forged messages will be treated as a violation of the policy.

1. Unauthorized attempts to access another person's E-mail or similar electronic communications or to use another student's name, E-mail or computer address or workstation to send E-mail or similar electronic communications is prohibited and may subject the individual to disciplinary action.
2. All users must understand that the school cannot guarantee the privacy or confidentiality of electronic documents and any messages that are confidential, as a matter of law, should not be communicated over E-mail.
3. St. Gregory the Great reserves the right to access E-mail, to retrieve school information and records, to engage in routine computer maintenance and housekeeping, to carry out internal investigations or to disclose messages, data or files to law enforcement authorities.
4. Any information contained on school computer's hard drive or computer disks, which were purchased by the school, is considered property of the school.

This policy applies to stand alone units as well as units connected to the network or Internet. Any attempt to violate the provisions of this agreement will result in revocation of the user's privileges, regardless of the success or failure of the attempt. In addition, school disciplinary action and/or appropriate legal action may be taken. The decision of St. Gregory the Great regarding inappropriate use of technology or telecommunication resources is final.

Unacceptable communications (deemed unacceptable by the administration) that in any way diminish the reputation or threaten any person or persons at St. Gregory the Great Catholic School or church will be subject to one or more of the following:

- Suspension from school for a minimum of two days; disciplinary probation for the remainder of the school year; no extracurricular activities.
- Expulsion or invitation to withdraw from St. Gregory the Great School.
- Legal action to the fullest extent for any violation that warrants it.
- Monetary compensation will be sought for damage necessitating repair or replacement of equipment.

All sponsors of any extracurricular activity, including teachers, and staff, may not publish first and last names of students on the school website unless a parent has signed the Student Acceptable Use Policy (AUP) Form and the Media Consent and Release Form. For the safety of all our students, we discourage parents and students from publishing photos and full names of students on personal websites and social media without specific permission from the students who are involved.

THE ACCEPTABLE USE AGREEMENT FOR NETWORK AND INTERNET ACCESS (3307)

ACCEPTABLE USE:

Members of the school community are encouraged to use the computers, software packages, electronic mail (e-mail) or outside the school network for educational or school related activities and to facilitate the efficient exchange of useful information.

- All use of the network must be in support of education and research and consistent with the mission of St. Gregory the Great Catholic School.
- The user must abide by the acceptable use rules of any network being used/accessed.
- Any use of the Internet to facilitate illegal activity is prohibited.
- Unauthorized use of copyrighted material is prohibited.
- Network accounts are to be used by the authorized owners of the account for authorized purposes.
- Downloading information or research, public domain or copyrighted, and submitting it as one's own original material will be considered plagiarism with the resulting consequences.

NETIQUETTE:

- Users shall be polite.
- Users shall not use inappropriate, vulgar or obscene language.
- Users shall not intentionally send information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent themselves on the Internet.
- All communications and information accessible via the Internet should be assumed to be private property of the school.
- No use of the network shall serve to disrupt the network or the use of the network by others.
- Hardware or software shall not be destroyed, modified, or abused in any way.
- Posting of anonymous messages is prohibited.
- Users shall abide by generally accepted rules of network etiquette and ethics.

PERSONAL SAFETY:

- The student shall not give out personal information such as home address, telephone number, or the name and location of the school with explicit permission from a teacher or administrator.
- The student shall not send his/her picture or anything else without first checking with the teacher.
- The student shall inform the teacher immediately if information is accessed that makes him/her feel uncomfortable or is not in agreement with this policy.
- The student shall not reply to any messages that are offensive or in any way make him/her feel uncomfortable.

VANDALISM/HARASSMENT:

- Malicious use of the Internet to develop programs that harass other users or infiltrate a computer or network and/or damage the software components of a computer or network is prohibited.
- Vandalizing the data of other users is prohibited.
- Hate mail, harassment, discriminatory remarks and other antisocial behaviors are prohibited.
- The illegal installation of copyrighted software for use on school computers is prohibited.
- Use of the Internet to transmit material likely to be offensive or objectionable to recipients is prohibited.

PENALTIES:

- Any user violating these policies is subject to loss of Internet privileges.
- Loss of Internet privileges may affect the student's grade due to his/her inability to complete assignments.
- The *Parent/Student Handbook of School Policies*, which governs everyday behavior, will also be applied to the use of computers.
- The supervising teacher will make the initial decision regarding inappropriate use, as well as the initial consequence, as soon as it occurs.
- The Principal or Director of Students will make the final determination as to what constitutes unacceptable use, the length of the loss of privilege, and the student action needed to restore the privilege. The decision of the Principal or Director of Students is final.

SCHOOL RESPONSIBILITIES:

- St. Gregory the Great School will make determinations on whether specific use of the Internet is consistent with the acceptable use policy.
- St. Gregory the Great School reserves the right to log Internet use and to monitor fileserver space utilization by users while respecting the privacy of user accounts.
- St. Gregory the Great School reserves the right to bar access to the Internet in order to prevent unauthorized activity.
- St. Gregory the Great School will not be responsible for the accuracy or quality of information obtained through the Internet.
- St. Gregory the Great School will follow the state and federal laws regarding the use of filters on computers connected to the Internet.
- All communications and information accessible via the Internet should be assumed to be private property of the school.
- No use of the network shall serve to disrupt the network or the use of the network by others.
- Hardware or software shall not be destroyed, modified, or abused in any way.
- Posting of anonymous messages is prohibited.
- Users shall abide by generally accepted rules of network etiquette and ethics.

SCHOOL UNIFORM REGULATIONS

DRESS CODE (3303) St. Gregory the Great School has a standard uniform dress for all students. It is important that parents and students alike keep in mind that while in uniform, both on and off campus, students represent St. Gregory the Great School. School uniforms serve the family in two ways: it assures equality in dress and it reduces the cost of clothing for children who are at a rapid stage of growth. However, as the term "uniform" denotes, the dress must be standard; it is not uniform if there is a prescribed article of clothing missing or substituted. All uniforms must be sized appropriately; oversized uniform clothing may not be worn. **Uniforms must be purchased from**

Dennis School Uniforms located at 431 Isom # 101, 78216 School shoes (select styles) must be purchased from School Shoes Unlimited located at 2109 Vance Jackson Rd.

LABEL ALL OUTERWEAR WITH STUDENTS FULL NAME.

In addition to all specified items of school uniform, the following regulations are to be observed:

- Boys' shirts are to be tucked in at all times.
- Girls' unisex polo needs to be tucked in when wearing shorts or pants and they must have a belt.
- Girl's polo shirts in "girl cut" do not have to be tucked in with the pants, shorts, skirt or skort.
- Boys' sock must be crew socks in black and white or StG green or white crew socks.
- Colored shoelaces are not acceptable. Laces must be tied. Writing is not allowed on shoes.
- Shirt sleeves must not be rolled up.
- Green P.E. uniform shorts/gym shorts must be worn under the skirts and jumpers. No other type of short is allowed.
- Non-uniform items may not be worn with the uniform.
- Only StG school uniform outerwear is allowed to be worn in school buildings; classrooms, gymnasium, labs, cafeteria, and church.
- Students not in compliance with the uniform code will be addressed by the teachers and will be expected to correct the infraction. Students who do not follow the uniform policies will be issued a responsibility signature. Flagrant or continual infractions will be addressed by the Principal or designee.

UNIFORM DRESS CODE (required for Grades Pre K3-8)

***Note:** *All t-shirts must be tucked in at all times. The boys' and girls' shirt must be size appropriate for the age of the child. When wearing the t-shirt, if the shorts and/or slacks have belt loops, a brown or black belt must be worn.*

BOYS: **StG Khaki uniform pants**-(all grades)--**required on Wednesdays and all Mass days.**
StG Khaki uniform walking shorts (all-grades) --must be no shorter than 3 inches from the center of the knee; may be worn for P.E.
StG Hunter green uniform pants—Completely phased out-no longer acceptable.
StG Hunter green walking shorts (all grades)- Completely phased out-no longer acceptable.

Note: *Pants/shorts must be worn at the waist at all times; sagging pants and shorts is not allowed.*

StG yellow jersey shirt (Pre K3 and Pre K4) must be worn with shorts or pants.
StG green or white polo "pique" or "jersey" material; available in short and long sleeve—can be worn on regular uniform dress days.
StG long sleeved white button down oxford shirt (K-8) with StG straight or bow tie (8th grade StG logo tie) on Mass days and additional days designated by administration.
StG Spirit Shirt – Students who purchase the official 2018-2019 Spirit Shirt may wear it **every** Friday with their uniform bottoms at **no charge** (other than the cost of the shirt) including the last Friday of the month.
On the **last Friday of the month**, students may wear **any StG spirit shirt** with jeans and tennis shoes at **no charge**.

On the **last Friday of the month** students may wear **Free Dress** (School Appropriate-See Handbook)for \$2.

On Designated **Spirit Dress Days** (such as on homecoming, pep rally days, etc.) students may wear any St. Gregory spirit shirt (some days there will be a \$1 charge, others will be free. A notification will go out prior to inform parents).

Belts--brown or black required with the dress pants and walking shorts; *no special, ornamental belt buckles are allowed. Not required for Pre K3 and Pre K4.*

Socks-- Boys' sock must be crew socks in black, white or StG green or white crew socks. All other types of socks are not allowed.

Shoes--**black leather oxford or black athletic tie** (all grades) **or black penny loafer** (*optional for grades 6-8 only*)--select styles available at by School Shoes Unlimited.

GIRLS:

StG solid Green jumper (*Pre K3 and Pre K4*)--*required on Wednesdays and all Mass days.*

StG plaid jumper (*grades kindergarten through 3rd Grade*) (*required on Mass days for Kindergarten through 3rd grade*)

StG skort (*grades kindergarten-8th*) (*may be worn on Mass days for 4th through 8th grade only*) or **StG plaid skirt** (*grades 4-8*)--required on Wednesdays and all Mass days; *skirts and jumpers must be **NO SHORTER THAN THREE INCHES FROM THE MIDDLE OF THE KNEE.** Shorts may not be longer than the length of the skirts or jumpers.*

StG yellow jersey shirt (*Pre K3 and Pre K4*) may be worn with shorts or pants.

StG Green gym shorts -- must be worn by grades K-8 under skirt or jumper.

StG Hunter Green walking shorts or pants : Completely phased out-no longer acceptable.

StG Khaki walking shorts (all grades)--must be *NO SHORTER* than 3 inches from the center of the knee; may be worn for P.E. and under the uniform jumper or skirt.

StG Khaki dress uniform pants (all grades)--may be worn in cooler weather; may be worn for P.E.; may be worn for Mass only when the temperature is below 40 degrees.

StG Middy blouse—required on all Mass days but may be worn with all uniforms (*jumper, skirts and shorts*).

StG White or Green “pique” or “jersey” polo-(grades Kindergarten-8th grade) can be worn on all regular uniform dress days. *Girls may wear unisex polo or girls' style cut. Also available in short and long sleeve.*

StG Spirit Shirt- StG Spirit Shirt –Students who purchase the official 2018-2019 Spirit Shirt may wear it **every** Friday with their uniform bottoms at **no charge** (other than the cost of the shirt) including the last Friday of the month.

On the **last Friday of the month**, students may wear **any StG spirit shirt** with jeans and tennis shoes at **no charge**.

On the **last Friday of the month** students may wear **Free Dress** (School Appropriate-See Handbook)for \$2.

On Designated **Spirit Dress Days** (such as on homecoming, pep rally days, etc.) students may wear any St. Gregory spirit shirt (some days there will be a \$1 charge, others will be free. A notification will go out prior to inform parents).

StG Plaid tie-(grades kindergarten -7th grade); to be tied at all times.

StG Solid tie-(8th grade girls only); to be tied at all times.

Belts--brown or black required when wearing a shirt tucked in and belt loops are present on the shorts or slacks; no special, ornamental belt buckles are allowed.

Socks--solid white crew, green or white knee socks, or StG green or white logo socks (no lace, no designs, no sport logos); solid white or black tights may be worn with/without the socks during the winter months. (*Grades Kindergarten -8th, may wear white or green cable knit knee-hi socks*)

Shoes—navy blue (or green) and white saddle oxfords or white athletic tie (2nd-8th) or black penny loafer (*optional for grades 6-8 only*)--select styles available at School Shoes

Unlimited. Grades PK3-1st grade are required to purchase the white/black athletic shoe with Velcro tie.

P.E./HEALTH and FITNESS DRESS CODE:

- PK3-5th Do not dress out for P.E. Girls who wear Jumpers or Skirts are asked to wear Hunter green, black or StG jersey shorts under their jumpers and skirts. Girls are asked to leave jumpers/skirts in the classroom to avoid misplacing them. If boys wear the green gym shorts under their pants, they are also asked to leave the pants in the classroom to avoid misplacing them. Items of clothing that are changed during the day should be boldly labeled with the student's first and last name.
- Students in 6th through 8th grade are required to dress out and wear the StG P.E. uniform.
- White or black bikers must be worn under the StG P.E. uniform (for girls) for the health and fitness class.
- Only athletic shoes must be worn; the uniform athletic shoe may be worn for PE and health and fitness class.

Note: All P.E. and health and fitness attire must be size appropriate; no sagging of shorts allowed.

Gym Rules: School discipline policies will be followed during physical education. In addition, guidelines for gym class will be posted and explained to all students during class.

OUTER WEAR:

- Parent choice for outside and playground in extreme cold, **however StG outerwear is preferred.**

In cooler weather, only the following may be worn in the classroom, the library, the cafeteria, labs, gymnasium, and the church:

1. Hunter green "uniform" cardigan V-neck pullover sweater
2. Hunter green St. Gregory School spirit jacket
3. Grey St. Gregory School sweatshirt
4. Solid white, long sleeved knit shirt/white turtleneck may be worn under the uniform shirt
5. PK3 & 4 may wear black or white tights or leggings on cold days.

A parent/guardian request for an exception to the school uniform code must be made in writing and be approved by the administration. Students not in proper uniform will be subject to disciplinary action.

FREE DRESS, FRIDAY, AND SPIRIT DAY DRESS CODE (all grade levels):

- Free Dress Day (approved by the principal) attire will consist of appropriate school dress.
- Pants/shorts and shirts cannot be oversized; pant waist must be worn at the waist.
- Athletic wear such as athletic shorts/pants and sweat pants are not allowed.
- T-shirts with gang, drug, rock group, skull(s), or violent designs are not allowed.
- Shorts must be no shorter than 3 inches from the center of the knee; slacks, jeans, or capri pants may be worn; no holes or slits in the jeans or pants; *skin tight leggings or pants are not allowed* for 4th through 8th grade.
- No sleeveless, tank top, off-the-shoulder, low cut or spaghetti strap attire is allowed.
- Blouses/shirts must be long enough to cover the midriff and/or the back when arm is raised or student bends forward.

- The length of dresses and skirts must follow the uniform code--no shorter than the three inches from the middle of the knee. Shorts must be worn under the skirt, but may not be longer than the skirt.
- Tennis shoes/athletic shoes are allowed on Free Dress days; heels are not permitted.
- Clogs, flip-flops or backless shoes are not permitted; sandals with back straps are permitted for grades K-8.
- A belt must be worn with slacks or shorts that contain belt loops.
- StG grooming code must be followed.
- **StG Spirit Shirt- StG Spirit Shirt** –Students who purchase the official 2018-2019 Spirit Shirt may wear it **every** Friday with their uniform bottoms at **no charge** (other than the cost of the shirt) including the last Friday of the month.

On the **last Friday of the month**, students may wear **any StG spirit shirt** with jeans and tennis shoes at **no charge**.

On the **last Friday of the month** students may wear **Free Dress** (School Appropriate- See Handbook)for **\$2**.

On Designated **Spirit Dress Days** (such as on homecoming, pep rally days, etc.) students may wear any St. Gregory spirit shirt (some days there will be a \$1 charge, others will be free. A notification will go out prior to inform parents).

Note: If a student forgets free dress day, he/she may not call home or receive a delivery from home to change at school.

GROOMING (Applicable for all grade levels with uniform and for Free Dress/Spirit days):

- Cleanliness is expected of each student.
- **Make-up: No make-up** is to be worn on school days or to school sponsored activities. Only clear nail polish may be worn (no glitter). Sculptured nails are not allowed due to the possibility of injury to self or others.
- **Jewelry:** (Girls Only) Earrings may only be worn for pierced ears on the earlobe. Only stud earrings may be worn and may not extend below the earlobe (one earring in each earlobe). One watch may be worn. One religious medal, cross, or crucifix may be worn. One religious pin and/or school organization pin may be worn on school attire. One religious ring may worn and one religious bracelet may be worn. No other jewelry will be permitted. Eighth grade students may wear their retreat cross necklace. Boys are not allowed to wear earrings or other type of body piercing. *The school is not responsible for lost, stolen or damaged jewelry.*
- **Hair Accessories: Only St. Gregory's plaid or solid colors from the plaid** are allowed for hair accessories (ribbons, bows, barrettes). No accessories are to be excessive in size or length and no flowers, metallic, or sparkly decorations allowed.
- **Hair: No fad haircuts or hairstyles are allowed; a spiked haircut may not be longer than a half inch. Hair may not be artificially streaked, highlighted or colored. No feathers or hair weaves are allowed.** Haircuts, hairstyles, or hair color that is deemed inappropriate by the principal Director of Students will be subject to an immediate required change. **Boys' hair must be above the eyebrows; over the ears, and above the collar. Girls' hair may not cover the eyes.** Hair must be kept neatly combed or brushed at all times. The Principal or designee will be the final judge of what hairstyles will be acceptable. **Facial hair such as a mustache is not permitted. Students with facial hair are expected to be clean-shaven.**
- **NO WRITING/DRAWING** will be allowed on any part of the person or any part of the school uniform, including footwear, except on the field day tee shirt on field day.

The dress code and grooming code are applicable to the before school care and after school care programs, co-curricular, and extracurricular events, unless otherwise noted. The administration is the final arbiter of uniform policies.

FINANCIAL POLICIES

All families will pay tuition in accordance with the schedule of rates adopted by the School Council for the year of attendance. The School Council approves annual tuition rates, registration fees and general fees in conjunction with the Principal and the Pastor. No reduction or forgiveness of tuition will be granted to any individual, or family, without the consent of the School Principal.

Tuition rates for "In Parish" and "Out of Parish" families vary, with "In Parish" families paying a reduced rate. An existing "In Parish" family is any family that is registered as a parishioner at St. Gregory the Great Church and contributing a minimum of \$360.00 per year before payment of the first month's tuition for the coming school year. For example, if a tuition payment is paid on June 1st, a family must have paid the minimum contribution of \$360.00 within the 12 months prior to June 1st. To receive "In Parish" rates, proof of the minimum contribution must be submitted to the Business Office prior to the first tuition payment.

A new family wanting to join St. Gregory the Great Church and wanting to receive an "In Parish" tuition rate, must pay the \$360.00 in full at the time of the first tuition payment.

Families who do not meet the requirements for "In Parish" status will be registered as "Out of Parish" and pay a higher tuition rate.

House Bill 1881

House Bill 1881 was passed in the Texas Senate in May 2015, allowing Pre-K thru 12th grade private schools to no longer absorb the cost incurred with processing fees for tuition paid with a credit or debit card. **StG parents will incur a processing fee when using a credit or debit card for payments made to FACTS or in the Business Office.**

COLLECTION OF TUITION AND OTHER FEES (4402)

FACTS Management (FACTS) is the billing provider for, and not limited to:

- Tuition
- Registration Fee's
- General Fee
- Cafeteria Accounts
- Before/After School Care
- Encore and Tutoring
- Sports Programs
- Extra-Curricular Activities
- Student Organizations
- Family Volunteer Program
- Fundraiser/Raffle Fees
- Library Fees
- Student Planners
- Service Hours
- Field Trips

Families should pay their tuition and incidentals online with FACTS. The School’s business office discourages families from making “in school” payments in lieu of using the FACTS online systems. Additionally, the business office will not accept credit cards or debit cards for tuition and/or incidentals.

REGISTRATION FEE (4406) The registration fee is used to reserve a place for the student. The School Council shall determine the amount of the annual registration fee. The registration fee is nonrefundable; and may not be transferred from one Catholic School to another, except for extenuating circumstances regarding a families’ financial needs. A registration fee of \$325.00 per student is due in full at registration.

BUILDING MAINTENANCE FEE: Each student PRE-K3 through 8th Grade will be assessed an annual building maintenance fee of \$100.00, which will be billed along with your tuition.

GENERAL FEE Each student is assessed an annual General Fee of \$500.00 per child and comprises the following:

- Textbook Fee
- Assessment Fee
- Archdiocesan Insurance Fee
- Archdiocesan Student Assessment Fee
- Technology Fee
- TCCED Accreditation Fee
- PTC Fee

Unlike the registration fee, the general fee can be paid in full; or coincide with the monthly tuition payment (families can choose a 10 month or a 12 month tuition plan).

St. Gregory the Great School relies on prompt and complete payment of tuition and fees in order to meet its financial obligations. Tuition and school related fees from the prior year are to be paid in full at the time of registration, except for extenuating circumstances regarding a families’ financial needs. In this case, the family must establish a repayment plan with the School’s Business Office Manager, and approved by School Principal, before registering for the new school year.

St. Gregory the Great offers the following payment options for **tuition** only:

Plan A - 12 Month	Plan B – 10 Month	Plan C – Semester	Plan D – Prepayment
Tuition payments start on June 1 st or 15 th of current year through May 1 st of the following year.	Payments start August 1 st or 15 th of current year through May 1 st of following year.	Fall Semester (1/2 of annual tuition) due by August 15 th . Spring Semester (remaining ½ of tuition) due by January 15 th .	Tuition paid in full by August 15 th of current year. 3% tuition discount applies.

ALL TUITION MUST BE PAID IN FULL BY MAY 15TH OF THE RESPECTIVE SCHOOL YEAR.

Automatic Tuition Deduction (ATD) – Families are required to participate in the FACTS Tuition Management Program. FACTS does not charge a fee for automatic deduction of payments through a bank checking or saving account. A **2.85% processing fee** is charged with the use of a credit card or debit card. Tuition deductions are processed on the 1st or 15th of the month. FACTS applies a \$25 late payment fee/follow-up fee.

Any check returned by the bank for non-sufficient funds (NSF) will be charged a \$30 fee and if applicable a \$30 late payment fee/follow-up fee. A second NSF infraction requires that the remaining semester tuition or fees be paid in full by cash or money order.

Failure to remit the remaining semester tuition or fees could result in a student being withdrawn from St. Gregory the Great School. All outstanding non-payment of NSF infractions may be submitted to the Check Division of the Bexar County Criminal District Attorney. Tuition and fees which remain unpaid at the end of the school year are subject to be turned over to collection agency and reported to credit rating bureau.

Any 8th grade student who is not current in tuition and incidentals may not be allowed to participate in the 8th grade trips, luncheon, nor graduation exercises. This applies to end of year activities for pre-kinder and kindergarten students as well, and could jeopardize participation in the recognition and graduation exercises.

DELINQUENT ACCOUNTS (4405): St. Gregory the Great Catholic School is blessed to be able to provide a quality education in a nurturing environment for our children. **However, the school is also a business, which relies on prompt and on time payment of all tuition, fees and before school care and after school care in order to meet the school's financial obligations.** At the discretion of the School Principal, any family account which becomes severely delinquent during the school year could result in the withdrawal of the child(ren). The child(ren) may re-enroll when the remaining semester tuition is paid in full; however, repeat delinquent occurrences in subsequent semesters could possibly mandate the permanent withdrawal of the child(ren).

TUITION ASSISTANCE (4404) In the event a family experiences financial difficulties, any special tuition arrangements must be made through the business office, in consultation with the School Principal. St. Gregory the Great has in-house tuition assistance available to all St. Gregory the Great families. Families may contact the Advancement school office for more information.

The Archdiocese of San Antonio has established the Hope for the Future Scholarship Fund to assist families with the cost of school tuition. For information on eligibility and application process, please visit the website <http://hopeforfuture.org>.

TUITION REFUNDS The business office will give pro-rata tuition (only) refunds as part of the withdrawal process when a family leaves St. Gregory the Great Catholic School. Tuition must be current or in the case of overpayment, a refund will be granted.

FAMILY VOLUNTEER PROGRAM (Service Hours): Volunteerism is vital to the success of the St. Gregory the Great community. Therefore, each family of a St. Gregory the Great student is required to donate a minimum of fifteen volunteer credits (1 credit = 1 hour) each school year or compensate the school monetarily (\$10 per uncompleted credit). Families who enroll later in the year will have their credits prorated. The school encourages and applauds a family's support of the community at large; however, all acceptable service credits must come from service to St. Gregory the Great School/Parish. In addition, each parent is required to contribute a minimum of 1.5 hours for each of the following events: Halloween Festival and Fiesta de la Familia.

8th grade parents must give 4 hours of the required 15 to the Catholic School Week (CSW) lunch fundraiser, or will be billed for the hours. Friends and other family members are allowed to earn service credits for a family.

HOW TO EARN CREDITS:

15 credits per family – 1 credit = 1 hour of participation

8th grade parents must give 4 hours of the required 15 to the Catholic School Week (CSW) lunch fundraiser, or will be billed for the hours.

Many volunteer activities are acceptable. Examples include but are not limited to, participation in organized events, attending field trips, assisting teachers with class projects, assisting with class parties or other activities, presenting career day speeches, assisting with parking lot duty, etc. Volunteer credit will also be awarded to parents who serve on the many school committees, the PTC board, and the School Council. Refer to the list of activities below for maximum credits earned and for a list of activities that are not eligible to earn credits. You may contact ptc@stgregoryst.net with questions.

In order to create an equitable balance of service, parents/guardians will earn a set number of credits for participation in the following activities for the school year.

1. School council member – 5 credits for total of executive and general meetings held throughout the year.
2. PTC board member – 5 credits for total of all executive and general meetings held throughout the year.
3. Pastoral Council member – 5 credits for the total of all meetings held throughout the year
4. Charger Connection Host Family – 5 credits per family.
5. Head Room Parent – 5 credits per classroom for being the head room parent. This includes head room parent meetings and time for planning and attending parties. Additional credits can be earned for participating in other school events that require the attendance of the head room parent (i.e. running class festival booths, or volunteering for PTC events).
6. Alumni Committee – 5 credits total for being on the committee and attending committee meetings held throughout the year. Additional credits may be earned for participating at various alumni events held throughout the year.
7. All strategic plan committees – 5 credits total for all meetings and planning activities
8. CYO Board Member – 5 credits total for the entire year
9. CYO - Coach/Team Parent – 5 credits total for the entire year regardless of the number of sports coached by the individual. Must turn in proof that you are a certified coach. If the parent was not the head coach, the individual must have his/her form signed by the head coach verifying that the parent was an assistant or team parent the entire season.

10. StG School Sports – Team Parents – 5 credits total for the entire year regardless of the number of sports the child participates in. Volunteer form must be signed by the school coach or Booster Club Representative. (This is inclusive of ALL team sports, cheerleading squad, and dance team.)
11. StG School Clubs – Club Parents – 5 credits total for the entire year per club. Volunteer form must be signed by the club sponsor. (ex. NJHS parents, Astronomy club, etc.)
12. Concession Stand Duty/Ticket Taking for SCHOOL SPORTS and/or CYO SPORTS – 1 credit per hour worked with a maximum earning potential of 5 hours per school year.
13. Field Trips/Classroom Parties – Maximum number of hours as determined by the teacher per field trip/party will be accepted. Parent volunteer sheet must be signed by the teacher.
14. Scout Leader – 5 credits total for the entire year. Must be the leader or assistant. If an assistant, the Leader must sign the volunteer form verifying that the individual assisted the entire year.
15. Scouting – parent helpers – 5 Credits total will be accepted for projects that directly assist the school or parish (i.e. planting or helping with St. Vincent De Paul.) Parents will not receive credit for attending meetings or outings.
16. StG Volunteer Association – 5 credits per participant for the year. Each participant must work 4 events that benefit the school in order to receive the credits.
17. PTC meetings – maximum of 3 credits per parent for the year. Must sign in to receive credit.

Attending/working at the following events WILL NOT be accepted for credit:

1. Unit nights
2. Science Fair
3. Awards assemblies
4. Prayer services
5. Parent teacher conference
6. School programs

SERVICE HOURS SHOULD BE LOGGED ON RENWEB BY PARENTS/GUARDIANS AS COMPLETED.

The St. Gregory the Great Catholic School Administration is responsible for monitoring and counting the volunteer credits. Service hours should be logged on RENWEB by parents/guardians as they are completed. Failure to accumulate, properly document, and submit fifteen credits for each family by the due dates will result in an additional fee of \$10.00 per credit that is not completed. Fees will be assessed within two weeks of the due date. The fee is due by June 1st. Report cards and school records will not be released if the fee is outstanding.

Services completed for faculty or staff members: Volunteers must have their sheets signed by the faculty or staff member. This includes but is not limited to health screenings, library assistance,

tutoring, paper cutting, sharpening pencils, office help, parking lot help, NJHS snack sales, booster club functions (making goodie bags etc.) setup of Science Fairs, assisting with after school club activities, classroom parties, field trips, etc.

Credits earned at school events where families are required to sign in and out for credit will not require supporting documentation/signatures. However, if parents do not sign in and out at these events, parents may not receive credit for participating.

Credits earned at events that do not support the sign in/sign out process – Volunteers at these types of events (work days, 8th grade activities, raffle ticket projects, etc.) must have volunteer sheets signed by the organizers of these events. Event coordinators must sign the total hours or each time the parent provides volunteer services.

Note: In order to volunteer for any activity that encompasses the day to day activities of the school or where a volunteer will be in direct contact with the children, a criminal background check is required. Completed criminal background check forms must be submitted in a timely manner prior to a scheduled school event. Forms are on file for 3 years.

HEALTH AND WELLNESS

STUDENT CUMULATIVE HEALTH CARD (8105) A cumulative health card must be maintained for each student which will include their immunization record, vision, hearing, scoliosis and acanthosis nigricans screenings, pertinent medical information and doctor's name. The Student Cumulative Record Card (Form 3202A) is treated as confidential. It is available to the principal, school nurse, health coordinator and the professional staff, as necessary. The Student Cumulative Record Card shall be stored within the student's student health file. The student's original cumulative card record is given to the receiving school when the student transfers to another school. The Student Cumulative Record Card may be kept electronically using the school's data management system (e.g., RenWeb). If kept electronically and upon transfer or graduation, a paper copy shall be included in the student's file for transfer to the new school.

IMMUNIZATION (8102) Every student enrolled in a Catholic School in the State of Texas shall be immunized against vaccine preventable diseases caused by infectious agents in accordance with the immunization schedule adopted by the Texas Department of State Health Services. A student who fails to present the required evidence shall not be accepted for enrollment. The only exception to the foregoing requirement is medical exemption signed by a licensed physical (M.D. or D.O.) authorized to practice in the State of Texas, including the physicians license number.

Immunizations are not in conflict with the Catholic faith. Conscientious objections or waivers, which may be permissible for attendance in public schools, do not qualify for an exemption in Catholic Schools in Texas.

MEDICATION POLICY (8201) Each student enrolled at St. Gregory's School will be required to have an Emergency Card on file in the school office. This card will contain information on persons to be notified in case of an emergency. Parents must update emergency information changes throughout the school year as they occur.

Students are not allowed to carry medication, including non-prescription medication, on their person. At the direction of the student's physician, an exemption may be made in cases of diabetic medication and supplies or rescue medication, including a rescue inhaler or a single dose epinephrine auto injector.

Only medication that is necessary for a student to remain in school and prescribed by a licensed physician, physician assistant, nurse practitioner or dentist will be administered during school hours.

The Medication Permission Form (Form 8201A) must be completed by the parent/guardian and the health care provider in order for any medication, including “over-the-counter” medication (including, but not limited to, acetaminophen, ointments, cold tablets, cough drops, sunscreen and bug spray), to be given by school personnel. The signing health care provider and the parent/guardian cannot be the same person.

Medication must be brought to the office by a parent/guardian. If the medication is liquid, it must be accompanied with a calibrated medication dispenser, which has legible numbers on it. Expired medication will not be given.

Prescription medication must be in its original container and clearly labeled with the following information:

1. Student Name
2. Physician/Dentist Name
3. Date
4. Name of Medication
5. Dosage
6. Directions/Route of administration
7. Duration of administration

Over-the-counter medications must be accompanied by a signed Medication Permission Request Form, in their original, unopened container and display the student’s name. Over-the-counter medications must be the smallest available size to meet the student’s medical needs.

Medication will be dispensed by a designee of the principal. Medication will be returned only to the parent/responsible party or destroyed at the end of the school year.

MEDICATION ADMINISTRATION OFF SCHOOL GROUNDS (8202) Daily rescue medications (i.e., asthma, allergy, diabetic, and seizure medications) shall be sent on field trips with the teacher. All medications must be labeled according to policy 8201 and be accompanied by a copy of the signed medication permission form. The field trip’s organizer must carry a cell phone on their person at all times during the field trip in case of an emergency.

PEDICULOSIS (HEAD LICE) (8401) Students found to have head lice shall be excluded from school immediately. Students shall be free of live lice and nits before re-admittance to school. School personnel, including but not limited to the school nurse or health coordinator, involved in detection of head lice should be appropriately trained. The importance and difficulty of correctly diagnosing an active head lice infestation should be emphasized. The school nurse or health coordinator is responsible for notifying the parent(s) or guardian(s) of the student who has lice. Letters of notice for parent/guardian of student with lice and classmates are available in the TCCED Health Manual. In order to prevent a widespread problem and to avoid the spread of misinformation, parents should be instructed on how to recognize nits and given tips on treatment and prevention. Students found to have lice are to be treated with lice shampoo and returned to school with proof of treatment. A parent/guardian shall accompany the student. The student may remain at school only if they are found to be lice and nit free.

CHILD ABUSE POLICY (8601) The Archdiocesan School Council and the St. Gregory the Great School Council is committed to the physical, emotional, spiritual, intellectual, and social well-being of students and to the promotion of Christian family life concepts. Therefore, it is the policy of our school to pursue all reasonable measures to assist maltreated children and their families. The school will:

- Comply with the requirements of Texas Statutes Family Code, Chapter 261 – *Investigation of Report of Child Abuse or Neglect*
- Cooperate with official child protective agencies in identification and reporting of suspected child abuse and neglect.
- Cooperate with official child protective agencies if officials seek to interview a child at school.
- Provide child abuse awareness in-service education, including legal requirements, for school personnel.
- Encourage inclusion of appropriate child abuse awareness education in classrooms at all grade levels.
- Provide guidelines for reporting and follow up by school personnel.

STUDENT INSURANCE (8104) According to Archdiocesan policy, St. Gregory the Great carries the required Archdiocesan student accident insurance for every student enrolled. This student accident insurance provides basic coverage and payment is part of the regular fees charged to parents each school year. Student accident insurance is secondary insurance and covers students at all school-related activities and for travel to and from all school-related activities. Parents are given the opportunity to purchase supplementary insurance at higher levels in addition to the required basic coverage. Parents are asked to familiarize themselves with the Student Accident Insurance and follow the guidelines outlined by the provider for filing a claim. The insurance provider is evaluated annually by the Archdiocesan Catholic Schools Office. Claim forms may be obtained in the clinic.

WELLNESS (8701) The Catholic Schools of the Archdiocese of San Antonio are committed to providing school environments that promote the development of lifelong wellness practices. In order to protect students' health and the ability to learn by supporting **healthy eating** and physical activity, St. Gregory the Great will:

- Strive to comply with the Texas Public School Nutrition Policy and/or the USDA Dietary Guidelines for Americans for all foods and beverages sold or served at school.
- Plain, unflavored water, will be allowed anytime during the day for students in all grades.
- Provide nutrition education and physical education to foster lifelong habits of healthy eating and physical education.
- Provide opportunities for all students to be physically active on a regular basis.
- Involve students, parents, teachers, food service employees, and other interested community members in developing and implementing school nutrition and physical activity goals.
- Assure compliance with the federal Child Nutrition Program requirements and nutrition standards for reimbursable school needs.

FOODS OF MINIMAL NUTRITIONAL VALUE (FMNV)

- Soda: Any carbonated beverage.
- Water Ices: Any frozen sweetened water with the exception of those products containing fruit or fruit juice.
- Chewing gum: Any flavored products from natural or synthetic gums and other ingredients that form an insoluble mass for chewing.
- Certain candies: Any processed foods made predominately from sweeteners or artificial sweeteners with a variety of minor ingredients.

EMERGENCY PROCEDURES

BUILDING SAFETY PROGRAMS (5201) St. Gregory the Great School meets all safety standards according to city ordinance and Archdiocesan Risk Management Programs.

CRISIS MANAGEMENT PLAN (5202) Crisis Management requires planning, practice, and clear thinking. No school can be fully prepared for everything that might occur at school or school-related activities; however, implementing a plan helps faculty, staff and students prepare for sudden occurrences and deal with them in a safe, professional manner. Consequently, crisis drills will be conducted at various times during the school year. Should the school have to be evacuated for a major emergency; students will be escorted to Dellview Elementary School until it is safe to return to the campus. Usually emergencies requiring evacuation involve the police and/or fire department, which will issue directives as to how the situation will be handled.

In addition to emergency fire pull handles, **emergency Police pull down handles** have been installed throughout campus to be activated in an emergency. (Blue Point System)

During any CRISIS DRILL, a LOCKDOWN (5206) procedure is followed:

- Door windows are covered and blinds/curtains are closed.
- Students are instructed by the teacher to take a duck-and-cover position in the classroom out of sight of anyone who might be looking into windows or doors.
- Teachers will barricade doors if necessary
- Students are expected to remain *silent* until an all-clear signal is given.
- During a lock-down, all school lines need to remain clear for emergency personnel. Updates will be sent out via Facebook and text alerts.

BOMB THREAT (5203) If the school receives a telephoned or written bomb threat, the following procedures will be observed:

- The school is evacuated as for a fire drill.
- The police are immediately informed. This is a police matter. The police will determine the course of action.
- The pastor and superintendent are informed immediately.

FIRE DRILLS (5204) Monthly fire drills are conducted as a precautionary measure for the safety of the students for two purposes: (1) to train students to leave the building in an orderly manner and quickly in case of emergency alarm; and (2) to teach self-control and composure in emergency situations. Fire drills will be held in accordance with the rules of the local Fire Department and in cooperation with the State Organization for Fire Prevention. Fire Drill Plans, which include evacuation routes and safety zones, are posted in all classrooms and offices. When the fire alarm sounds, students *silently* and *rapidly* leave the building in an *orderly* manner, under supervision of the teachers, to the designated safety zones, leaving all personal belongings behind. Lights need to be turned off and doors to the classroom closed. If the fire signal sounds while students are in the cafeteria, on the playground, or anywhere other than the classroom, they will go to the nearest safety zone under the supervision of the teacher in charge. An all-clear signal is given to allow students to return to class.

TORNADO DRILLS (5205) To help protect students in case of a tornado or other storm with extremely high winds, tornado drills are held within the school year. The Tornado Warning Signal will consist of 1 long continuous bell tone followed by and all-call announcement **“A tornado**

warning has been issued for our area—Please seek Shelter.” Students should be kept inside, away from windows/glass and preferably near and interior hallway. Students who are in the ECH building should move to an interior hall and presume the protective position. Students in the Music building and the 5th grade rooms will move to the ECH building (interior hallway). Students in the 4th grade rooms, Spanish room, locker rooms, and computer lab should move to the gym. Students in the gym should remain in the gym and move to the restroom area. Classes in the large computer lab, conference room, and Title 1 Building should move to Room 5. Learning Lab Class will move to the Library (away from the back doors). All those in the Church will remain in the church and assume the tornado safety position. All those on the playground or in passing period will move to the nearest designated space (see above). Students who are in the restrooms (Not ECH) will remain in the restroom and assume the tornado safety position. Advancement office will take cover. At the conclusion of the drill, a bell will beep 3 times and an all-call will go out to give the “All Clear.”

PARENTS AND COMMUNITY RELATIONS

PARTICIPATION IN COMMUNITY LIFE (5103) Good public relations demand harmonious and friendly cooperation with the local public school system, Northeast Independent School District, and its officials. St. Gregory the Great will make efforts to participate in activities of Balcones Heights and to assist civic officials in projects aimed at the common good.

VISITORS AND/OR UNAUTHORIZED PERSONNEL (5006) During school hours, St. Gregory the Great is a closed campus. **All visitors must report to the school office immediately upon arrival to receive an electronically printed visitor badge through the Raptor system.** A driver’s license or other form of identification must be presented. All faculty and staff will require parents/guardians to check in at the school office before releasing a child. Unauthorized persons will be asked to leave campus immediately. Police intervention will be used when necessary. Parents eating lunch with their child are required to obtain a Visitor’s Badge. For the safety of the children, the doors to the Parish Hall (cafeteria) will be locked during school hours.

SCHOOL TO HOME COMMUNICATION: Each weekend the Great Week Ahead is sent to all families via RenWeb. All families should take care to read this information as this is the main line of communication between school and home. Our school website, www.stgregorysa.org has many of the school forms and all pertinent information. Text alerts or pre-recorded messages will also be sent periodically via RenWeb.

PARENT-TEACHER CONFERENCES: To bring about closer cooperation between home and school, formal parent-teacher conferences will be scheduled after the first grading period in October for parents of students in grades Pre-Kindergarten through 8th grade. These conferences provide an opportunity for the teacher and parent to converse about the academic, physical, emotional, and spiritual needs of the child. Family Support meeting will be held when a student is a risk of failing one or more classes. These will be schedule by the school counselors. If parents wish to meet with a teacher, they may do so by scheduling an appointment. It is recommended that parents contact their child’s teacher whenever there is a question or concern. However, it is important to respect teachers’ schedules and privacy by scheduling conferences in advance whenever possible. Teachers should not be contacted at home unless the teacher has specifically invited parents to do so. All faculty and staff e-mail addresses are posted on our website. No parent/guardian should enter a classroom for the purpose of meeting with a teacher or student without explicit permission from the school office.

Classroom issues or concerns should not be brought to the attention of the administration until after discussing it with the teacher or staff member concerned and seeking resolution at that level. Any situation which cannot be satisfactorily resolved through direct contact with the teacher or staff member should be brought to the attention of the principal.

CRIMINAL BACKGROUND CHECKS (2102) The Archdiocese requires that every school conduct criminal background checks on **all** volunteers, this includes chaperones for field trips. No volunteer may work with students until a clearance is issued. Forms are available at the school office. Parents and guardians are encouraged to submit the form at the start of the year as it may take a few weeks for clearance. The background check is valid for three years.

SAFE ENVIRONMENT TRAINING (2103) All employees must receive Safe Environment Training within 30 days from their hire date. All volunteers must receive Adult Safe Environment Training prior to working with or around children. Training must be renewed every three (3) years based on the date of the first training. The Archdiocese of San Antonio uses the Protecting God's Children program developed by VIRTUS to educate adults on abuse prevention.

ARCHDIOCESAN SEXUAL MISCONDUCT POLICY (2105) All employees must fully comply with the Policy on Sexual Abuse on the Part of Church Personnel of the Archdiocese of San Antonio. All employees and volunteers are required to receive orientation on the Archdiocesan Policy on Sexual Misconduct. Employees have 30 days to read the Sexual Misconduct Policy and sign the verification form.

SCHOOL PUBLICATIONS (5105) School publications serve not only to foster the creative talents of students but also to assist and support the school in its public relations. Such publications shall be available to students, parents, pastor, and the parish community at large. Articles of Archdiocesan interest shall be sent to the editor of the Archdiocesan newspaper for publication. All publications must be approved and reviewed by the administration. All fund-raiser notices and bulletins are included in this policy.

SCHOOL WEBSITE (5106) Schools shall maintain a website that promotes the school and provides information to enrolled families, prospective parents and the wider community. The school website is under the authority of the school and the school Principal. The Principal shall designate a webmaster who is responsible for the content on the school website. Content submitted to the site should comply with state, federal, and international copyright law, and must have appropriate permissions as needed

SCHOOL SPONSORED SOCIAL MEDIA (5107) Schools may maintain official school social media accounts to promote the school and provide information to enrolled families, prospective parents and the wider community. The school social media accounts are under the authority of the school and the school Principal. The Principal must designate a person who is responsible for monitoring and updating the school's social media accounts. Schools shall have written authorization from the parent/guardian before posting photos or videos of students. Definitions Social media is defined as any form of online publication or presence that allows interactive communication, including, but not limited to social networks, apps, blogs, internet websites, internet forums, and wikis. Examples of social media include, but are not limited to, Facebook, Instagram, Twitter, Snapchat, Vine, Whatsapp, YouTube, Google+, and Flickr. Additional social media may be developed in the future that could be covered by this policy.

STUDENT PHOTOGRAPHS/INTERVIEWS (5005) Students' photographs and interviews may not be taken or used without written parental and administrative permission.

MEDIA (5108) Members of the media will not be allowed on school property unless authorized by school administration after presenting appropriate valid identification. School administration shall notify the superintendent if members of the media arrive on school property. The school administration shall approve communication with the media prior to any information being released.

TELEPHONE AND OTHER OFFICE EQUIPMENT: Students may be permitted to use the office telephone with a pass from their teacher. Students with cell phones may use them on school grounds only with specific permission from a teacher or administrator. Students are not permitted to receive faxes or to have copies made in the office.

MESSAGES/DELIVERIES: The office staff is unable to leave the office unattended in order to deliver messages, forgotten items, or lunches. Parents may deliver forgotten lunches to the front office. Students who have forgotten homework, PE clothes, field trip money, etc. may pick these items up at the end of the day only. Items will not be delivered to the classroom. Any messages to students should be limited to emergency situations only. Balloons, flowers, etc. must be delivered to the school office. These will not be delivered to the student until the end of the school day.

PARTIES: The following is a list of officially approved parties that may be held by the different grades in the homerooms with teacher approval:

1. Christmas – Pre-K3 through 8th grade
2. Valentine's Day – Pre-K3 through 4th grade
3. End-of-Year Party – Pre-K3 through 8th grade
4. Birthday Celebrations may occur in the classroom at the end of the school day in the classroom at the discretion of the teacher. Edible treats will be limited to items in compliance with the USDA Dietary Guidelines, Wellness Policy (4810).
5. **All parties will only consist of treats/snacks. Full meals will not be permitted.**

FUNDRAISING: All fundraising activities/programs must be approved by the school administration. Parents/Guardians are **NOT** allowed to sell items on campus for personal gain.

USE OF SCHOOL GROUNDS: The principal and/or pastor must approve the use of the school grounds and/or school facilities for any time that school is not in session. The schedule/availability of facility use is the responsibility of the pastor's secretary at the church office.

LOST AND FOUND: The school will maintain only one lost and found area on campus located in the closet in the cafeteria, near the stage. The lost and found is cleaned out monthly on the last Friday of the month and all unclaimed items are donated to St. Agnes or placed in the used uniform inventory in the clinic. All items must be labeled appropriately for identification. All items that are properly labeled will be returned to the respective homeroom teacher to return to the students. The students will be allowed to speak to a designated staff member to try to locate a lost or missing item.

TRAFFIC SAFETY PLAN

There are two main Drop-off and Pick-up Sites:

- 1) Early Childhood Building Drop-off and Pick-up Site (Beryl Drive)
- 2) Faculty/Staff Parking Lot Drop-off and Pick-up Site (Dewhurst/Gym)

The church parking lot is designated as a “park and walk” area and will be used ONLY for parents/guardians who choose to escort their child(ren) to morning care (before 7:45 am), to class (after 7:45 am), and escort their child(ren) to their car at dismissal time.

Before School Care:

- Before School Care begins at 6:45 a.m. All children arriving before 7:30 a.m. **must** be escorted into the cafeteria by their parent or guardian. **A child may not be dropped off in the church parking lot and expected to walk across to the cafeteria alone.**
- Breakfast is served in the Cafeteria until 7:30 a.m. each morning.
- All children in PK3 through 8th grade may eat breakfast on campus and utilize Before School Care.
- Children in Before School Care will be escorted to their classrooms at 7:45 a.m.
- There is no Before School Care fee assessed for students who arrive at 7:30 a.m. or later. Students who arrive before that time will be assessed a drop-in fee or can be registered and enrolled in full time Before School Care.
- **All StG families will receive a “Dashboard” card with family information. The cards will contain the family name and the names of each child in the family along with each child’s grade level. These cards should be displayed on the dashboard to assist with drop-off and pick-up. We ask each family to make duplicate copies for all parties which will be involved with the drop-off and pick-up process.**

Morning Drop-off & Pick-up procedure if your YOUNGEST child is in PK3, PK4 or Kindergarten and you are dropping off from 7:45 a.m. to 8:00 a.m. (See Diagram A) and pick-up starting at 3:30 p.m.

- Morning drop-off for all of a family’s children is to occur at the youngest child’s drop-off site.
- **EXAMPLE:** If a family has a Kinder, 2nd and 8th grade student, the Kinder student should be dropped off at the Early Childhood drop-off site. The 2nd grade and 8th grade siblings should also be dropped off at the Early Childhood Building site. The 2nd and 8th grade students will walk through the Early Childhood Building and go directly to their respective classrooms.
- Drop off to Early Childhood Building site begins at 7:45am.
- Pick-up for PK3, PK4 and Kinder begins at 3:30 pm.
- The Early Childhood car line to enter will form on the church side of Beryl Drive.

- Cars will not be permitted to enter the car line from the side of the baseball field.
- Cars exiting the lot may turn right or left onto Beryl Drive.
- No parking is allowed on Beryl Drive.
- Children must exit on the passenger's side and will not be permitted to exit on the driver's side.
- Children should be prepared with backpack, lunchbox, etc. in hand to exit the vehicle and prevent delay in order to allow the car line to move efficiently.
- After 8:00 a.m., parents must escort their child to the front office for a tardy slip.
- Parents/Guardians are asked to pull forward and buckle seat belts for all students before proceeding through the lot.
- **NO CELL PHONE USAGE IN CAR LINE FOR THE SAFETY OF ALL STUDENTS!**

Morning Drop-off and Pick-up Procedures if YOUNGEST child is in 1st through 8th grade and dropping off between 7:30 a.m. and 7:55 a.m. (See Diagram B)

- Beginning at 7:30 a.m. parents may begin to line up for drop-off in the car line of the Faculty/Staff parking lot site. If the students are dropped off before 7:45 a.m. the students must report directly to the cafeteria for Before School Care.
- Afternoon Pick-Up, cars will be able to enter the faculty/staff parking lot drop-off and pick-up site at 3:00 p.m.
- Children must exit on the passenger side and will not be permitted to exit on the driver's side.
- Children must enter the vehicle on the passenger's side.
- Children should be prepared with backpack, lunchbox, etc. in hand to exit vehicle and prevent delay in order to allow car line to move efficiently.
- Students dropped off in the car line between 7:45 a.m. and 8:00 a.m. may exit the car and walk directly to their respective classroom.
- All cars will be allowed to enter the car line until 8:05 a.m.
- Students will be counted tardy if they do not reach the classroom door by 8:00 a.m.
- ALL cars will continue around the faculty/staff parking lot site and will turn right to exit onto Dewhurst Road. No left turns will be permitted. (See Diagram B)
- **Cars will not be allowed to park in the Faculty/Staff parking lot site.**
- Families with children in PK3 - Kinder, please plan to pick up these children first at their pick up location and then travel to the faculty/staff parking lot site.
- A police officer will control the flow of traffic. Please follow directions given by the officer
- All cars must enter through the marked lane.

- **If a child is not ready for pick-up, a family will be asked to circle back around to allow the car line flow to continue.**
- **NO CELL PHONE USAGE IN CAR LINE FOR THE SAFETY OF ALL STUDENTS!**

For Parents Who Choose to Escort Their Child(ren) to the Campus:

- Parents are welcome to park in either the church parking lot or the baseball field parking lot and walk their child to the campus.
- **NO PARKING and walking from side streets such as Beryl Drive, Adrian Drive, Savannah Drive, Future Drive, Sullivan Drive, Saratoga Drive, Wayside Drive or Dewhurst Road unless a resident of those streets, for the safety of our StG families and respect for our neighbors.**
- Walking through car lines in either the faculty/staff parking lot drop off and pick-up site or the Early Childhood Building drop-off and pick-up site will not be permitted.

The Faculty/Staff parking lot will be used as a drop off and pick up area by parents and guardians. Faculty and staff will continue to use this lot for parking. **Parents/Guardians are not to park in this area at any time.** **If a parent or guardian needs to visit the office to pick up their child(ren) or drop something off, they are to park in the large church parking lot.**

Diagram A –ECH Drop-off and Pick-Up

Morning Drop-off and Pick-Up procedures if your YOUNGEST child is in PK3-Kinder. The Carline opens at 7:45 a.m. for morning drop-off and 3:30 p.m. for afternoon pick-up.

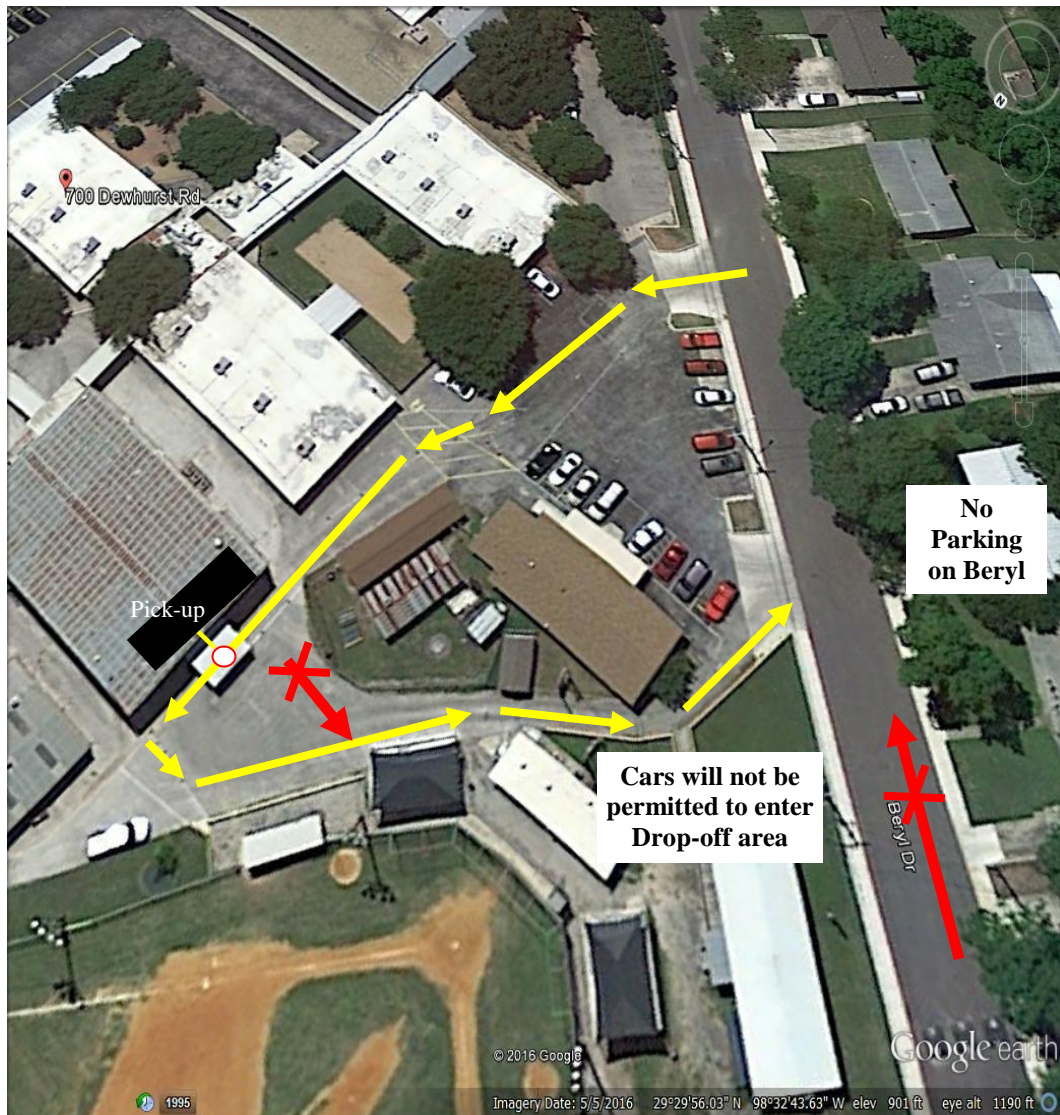


Diagram B

Morning Drop-off and Pick-Up procedures if your YOUNGEST child is in 1st through 8th grade and you are dropping off between 7:30 a.m. and 8:00 a.m. and picking up between 3:30 p.m. and 4:00 p.m.



CAFETERIA SERVICE

SCHOOL LUNCH (3510) St. Gregory the Great School provides reduced-price meals to students who qualify under the poverty guidelines of the program, which are adjusted for family size (proof of income will be required to qualify).

A cafeteria type lunch will be available and all students are encouraged to take advantage of this service. A menu will be provided at the beginning of each month.

The cafeteria uses ParentWeb/FACTS System for keeping track of student lunches. Parents make full and reduced-price meal payment through Renweb to the FACTS link. For safety and internal control measures, payments are not accepted in the cafeteria.

Lunch accounts must carry a positive balance. When there are no longer funds in lunch accounts, notifications will be sent via email or text. Students' whose accounts have insufficient funds will receive a sack lunch of peanut butter & Jelly, Fruit and Mild until payment is made and the account is in the positive.

Breakfast prices:

- \$2.50 per child (all grade levels)
- \$1.25 qualified reduced breakfast

Lunch prices are as follows:

- \$3.75 per child (all grade levels)
- \$1.85 qualified reduced lunch
- \$3.75 per adult (faculty and visitors)
- \$.85 for milk, \$.60 for juice
- \$3.00 side salad, \$4.25 for chef or grilled chicken salad, and \$3.50 for baked potatoes (adults, 4th - 8th grade students)

SHARING FOOD Each student has a unique health and allergy history. For the safety of each child, students are not permitted to bring lunch for other students, nor are they permitted to share lunch or snacks with other students.

FAST FOOD LUNCHESES / ENERGY DRINKS In the interest of the student's well-being, parents are requested to refrain from bringing fast food lunches to their children. Highly caffeinated energy drinks are not permitted in the cafeteria. Students may not share food with each other in the cafeteria nor in the classroom during snack time.

EATING LUNCH WITH YOUR CHILD IN THE CAFETERIA / PARENTS DELIVERING A LUNCH DURING THE SCHOOL DAY Parents are invited to have lunch with their child in the cafeteria periodically. All parents must sign in through the school office and obtain and wear a visitor's badge prior to entering the cafeteria. **Parents are requested to refrain from bringing fast food lunches to their children.** Children will eat during their usual class lunchtime. Children will not be called out of the classroom to join a family member for lunch until the appointed lunchtime. Children are to return with their classmates at the end of their scheduled lunchtime.

YOU MAY ONLY BRING A LUNCH TO SCHOOL FOR YOUR OWN CHILD/ CHILDREN. There will be NO exceptions.

FOOD DELIVERIES The school office will not accept food through delivery services for individuals or groups of students.

Soft drinks are in a category of Foods of Minimal Nutritional Value and are highly discouraged during the times that the National Lunch Program (breakfast and lunch) is in effect. In order to stay in good standing with the program, St. Gregory the Great must provide an atmosphere that encourages good nutrition. **Please do not send soft drinks or energy drinks in school lunches.** The cafeteria will strive to offer alternative, acceptable drink items in addition to milk. A parent may bring lunch to his/her child only and the parent must sit and eat lunch with his/her child (only).

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origins, sex, age, or disability. To file a complaint to discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call (202) 720-5964 (voice and TDD), USDA is an equal opportunity and employer.

BEFORE SCHOOL CARE AND AFTER SCHOOL CARE PROGRAM

General Policies

1. The Before School Care program is held in the Parish Hall located on Beryl Street. Students in the Before School Program should use the front entrance of the cafeteria as it is lighted and is close to the church parking lot.
2. Students may be registered for one or both of the programs. The registration fee of \$25.00 per student is assessed the first time the program is used on a full-time, morning, afternoon time, or (drop-in) basis. The \$25.00 fee per student covers registration for both the Before School Care and After School Care Programs. The Registration form must be completed and on file before a child is allowed to participate in the program.
3. Once enrolled as a full-time, morning, afternoon, or drop in basis, it is the responsibility of the parents to notify the program director, **IN WRITING** of any change in enrollment status. Unless notified in writing, billing will continue as originally set-up. If the status of enrollment changes, the first change is done so at no expense. Each additional change will incur a fee of \$10.00.
4. Students will be released to authorized adults only (siblings must be 18 years or older) and a picture ID is required. **Parents must sign out each child every day on the sign-out roster. At the time of signing out the child, the time must be recorded next to the parent's signature.** If someone other than the parent/guardian is to pick up the child, the office must be notified in writing that morning. Children who are not checked out properly will be asked not to participate in the program. Other arrangements will have to be made by the parents or guardians.
5. Payment for the Before/After School Care program is due immediately upon billing via your FACTS account, family billing section. Check your account periodically for account balance.
6. Our Before/After School Care Program is strictly a service for the families of St. Gregory's School who are unable to pick up children immediately after school. Be advised that students on the school grounds are the responsibility of the school. It is for the convenience of each

parent and the protection of each child that this program exists. It is for these same reasons that these policies exist.

7. The Before/After School Care program is an extension of the regular school day; and therefore, all school policies are in effect. Any infraction during this time is subject to a Student Offense Referral. Non-compliance by students or parents will result in immediate dismissal from the program.
8. Students are not supervised before 6:45 a.m. or after 6:00 p.m.
9. The After School Care program students are not allowed to leave the school campus after school unless they have been released to an authorized adult. Should a student leave the program without permission, the student will be subject to disciplinary action.

In order to maintain a safe and harmonious environment, the following consequences will be issued if the action of a student warrants a Student Offense Report (SOR):

- First SOR = 1 day suspension in After School Care (child remains on campus under the supervision of After School Care personnel.
- Second SOR = 2-week suspension in After School Care (child remains on campus)
- Third SOR = Parent/Guardian will be required to withdraw the child from the After School Care Program for the remainder of the school year.

Before School Program Policies

1. Before School Care begins at 6:45 and ends at 7:45 a.m.
2. All students on the campus **BEFORE** 7:30 a.m. will be placed in the Before School Program and will be charged a \$4.00 drop-in fee, plus the \$25 registration fee.
3. Breakfast items may be purchased from the cafeteria, but are not included in the monthly cost.
4. Parents who want their child to eat breakfast only (and their child is not enrolled in the Before School Care program) must remain in the cafeteria with their child; otherwise, a fee of \$4.00 will be assessed and the \$25 registration fee.

After School Program Policies

1. The After School Care program begins at dismissal time, whether it is a regular or early dismissal day, and always ends at 6:00 p.m. Any student that remains **on St. Gregory's campus without direct supervision (i.e. coach, sponsor, teacher, etc.) 30 minutes after dismissal time will be automatically placed in the After School Care program. There are NO EXCEPTIONS. If the student's dismissal time is 3:30 PM and remains on campus at 4:00 PM, the student is automatically placed in After School Care. A \$10.00 drop-in fee will be charged, plus the \$25 registration fee if the student is not picked up before 4:00 p.m.** St. Gregory School and its After School Care is not responsible for fees incurred as a result of cancellation of an activity. Fees assessed are the responsibility of the parent. Students in PK3-Kinder can be signed out from the side doors of the ECH building. Students in 1st through 8th grade can be signed out from the cafeteria.

2. **After School Care is over at 6:00pm. There will be a \$5 per minute charge for every minute that students are left in after school care after 6:00pm.**
3. The After School Care program students are provided with a snack, supervised study hall, and a recreation period on a daily basis.
4. The After School Care program operates on any day that school is in session, except the last day before the Thanksgiving Holidays, the last day before Easter Break, the last day before the Christmas Holidays and last day of school year.
5. Students who are normally picked up at dismissal time, but remain on campus to attend athletic events must remain in the gym during games. If students are not picked up immediately after the game, they will be checked into the After School Care program and billed accordingly.
6. Students participating in extra-curricular activities (sports, music, cheerleading, etc.) must be picked up promptly at the conclusion of the activity or they will be sent to the After School Care program as a "Drop-in", assessed a \$10.00 fee, and the registration fee of \$25.
7. A "drop in" is a student who attends the Afternoon Program less than twice a month.
8. Any student enrolled in After School Care is required to check into After School Care before going to any extra-curricular activity. Any student attending a club meeting and/or function will be met in the cafeteria by the club sponsor and accompanied to the meeting. Any student being tutored or who is helping a teacher must bring a note from the teacher in charge of the activity or tutoring and must give the note to the After School Care employee before they will be allowed to leave class.
9. Following school dismissal, playgrounds are for the exclusive use of students in the After School Care program, until 6:00 pm.

BEFORE/AFTER SCHOOL CARE PROGRAM FEES (on a monthly basis):

Registration Fee - \$25.00 per child

August & December only are billed at ½ the Full Time amount for Before School and After School Programs.

Before School Care Program

Full time.....\$40.00/child

Part-time.....\$4.00 for each day a child attends.

If your child will be attending more than 10 days, it is more economical to enroll as a full time student.

After School Care Program

Full Time.....\$130.00/child

\$230.00/2 children
\$300.00/3 children
\$400.00/4 children

Part-time.....\$10.00 for each day a child attends

If your child will be attending more than 13 days, it is more economical to enroll as a full time student.

Both Programs

Full Time..... \$170.00/ 1 child
\$310.00/2 children

Students not picked up by 6:00pm will incur a \$5 per minute charge.

EXTRACURRICULAR ACTIVITIES

STUDENT ORGANIZATIONS and EXTRA CURRICULAR ACTIVITIES ELIGIBILITY (3500)

The school principal must approve all social events scheduled at St. Gregory the Great School. These functions must have a sufficient number of adults in attendance as chaperones. Students who fail to conduct themselves properly at any social function will be asked to leave (parents/guardians will be called to pick up the student) and will be subject to disciplinary action by the principal. All extracurricular activities, sponsored by or held in the school, are considered to be learning experiences and must be supervised by school personnel. Students must have a permission slip signed by parents/guardians to attend a dance. Written permission from a parent/guardian must be given to a teacher/chaperone in order for a student to leave with another student.

Enrichment of student life at St. Gregory the Great School is offered in a variety of ways. Clubs and organizations appeal to the interest of many and are offered for the purpose of making the student's life more meaningful and enjoyable. Students are encouraged to seek out a club or clubs in which to share their particular interests and talents. However, no student will be permitted to participate in extracurricular clubs, cheerleading squad, or organizations, if more than one subject grade falls below "70" or the grade in any rotation subject is an "S-" or lower at the time of progress reports or report cards. (National Junior Honor Society members and Student Council officers have different standards; see next page.) At this time, every student's academic and conduct status will be checked to make sure school and/or league eligibility standards are met. If a student does not meet these standards, he/she will be ineligible for participation and will be placed on inactive status until the next progress report or report card. No failing grade will be recomputed for eligibility purpose after the initial grade check has been made until the next scheduled report card is issued. NO exceptions. If the student is still ineligible at the following reporting period, the student will be removed from the organization or team. Students who are academically ineligible during athletic or cheerleading try-outs may try out for the team or squad. Ineligibility does not usually apply to religious activities or religious events.

Eligibility for holding student organization office is open to all qualified students. In order to qualify, a student must meet scholastic standards and also be current in all tuition and fee obligations. Students running for such office will follow the procedures established by the Constitution and By-Laws for that specific club or organization. Any student who holds a student office will be automatically removed from that office should the student be placed on academic or disciplinary probation or be suspended from school.

The following are requirements for all candidates for the **Student Council Executive Board:**

- Be passing all core subject and rotation classes.
- Have conduct grade of satisfactory or outstanding.

- May not have received an ISS or OCS in the current quarter
- May not be on academic or disciplinary probation.
- Possess citizenship and leadership qualities.
- Be current on all tuition and fee obligations.

A student earning an “I” or “U” in Conduct/Responsibility and/or a failing grade in any subject on the report card, will be suspended from his/her duties as an officer of the Student Council.

To be eligible and to maintain **National Junior Honor Society** status, a student must:

- Be in good standing academically (progress reports and report cards) and behaviorally (report card periods):
 - Maintain a grade point average of 90% or higher in all major subjects; S or better in rotation subjects
 - Maintain an S or better in Conduct/Responsibility on the report card; no SOR, ISS or OCS.
- Demonstrate the qualities and requirements of Leadership, Character, Service, and Citizenship as stated below.

A student is placed on probation from NJHS for academic ineligibility or for receiving an SOR, ISS, or OCS (which would result in an S-, I, or U on the report card). He/she is immediately suspended from all meetings, activities and events sponsored by NJHS until the next report card period when the appropriate improvements are noted. If the necessary improvements are not made or the student receives a second SOR during the school year, he/she will be suspended as an NJHS member and will not be invited to reapply for membership. These standards are commensurate with the National Standards for membership in NJHS.

It is the responsibility of the sponsor to check regularly on these criteria in order for students to remain eligible for each organization. A sponsor may remove a child from a specific organization or activity if the behavior choices of the child negatively affect the group or activity.

SPECIFIC ACTIVITIES

Eligibility criteria applies to the following organizations:

1. **STUDENT COUNCIL:** The Student Council is open to grades 4-8. The student body in 4th-7th grade shall elect the officers and representatives. (See above for requirements.) The Student Council Advisor, in consultation with the school administration, shall decide the time and guidelines to be followed in the election. The president is to be an 8th grade student. The Student Council will:
 - Be responsible for Field Day each year.
 - Promote the welfare of the student body
 - Represent the student body
 - Promote better student-teacher relationships
 - Furnish citizenship training
 - Develop interest in civic affairs through school spirit
 - Encourage better discipline
 - Furnish mentoring for incoming members
2. **NATIONAL JUNIOR HONOR SOCIETY:** Grades 6,7, and 8 - The aims and purposes of the NJHS are to further develop to the fullest extent possible the five qualifications on which

a student is judged in order to become a member of this organization. Membership criteria include:

- **Scholarship:** Grade point average of 90% or higher in the seven major subjects
- **Leadership:** Demonstrates leadership, influences peers in upholding school ideals, contributes to civic life of school
- **Character:** Consistently exemplifies desirable qualities of behavior, courtesy, honesty and respect for others
- **Service:** Must demonstrate continuous efforts of service; must meet at least the minimum service hour expectation in Apostolic Service Program and Tutor Time requirements from the school organization.
- **Citizenship:** Understands importance of civic involvement and demonstrates mature participation in activities and events of the school.

An elected member of NJHS is one of the highest honors a student may receive. The school administration shall decide the time of the nomination, induction, and election of officers. The criteria for membership are specified in this “*Handbook*” and the “*Chapter Constitution*” which are commensurate with the National standards.

Students will be considered for memberships who exemplify the five pillars of the society:

- Scholarship, Leadership, Citizenship, Character, Service and who have been recommended by at least 3 of their upper unit teachers.
 - Recommended students will receive an information packet and upon submission the packet will be reviewed by a faculty review committee.
 - Students who have been inducted at the end of their 6th grade year are eligible to run for office at the end of their 7th grade year.
 - Any of the eligible members must have completed their required service hours in addition they must complete their required commitment to Tutor Time (five hours).
3. **RELIGION CLUB:** The Religion Club promotes spiritual growth among our peers and assists various charitable organizations. The students work on projects and activities to support the elderly, seek solutions to campus or community concerns, promote spiritual growth, and pray for special intentions.
 4. **CHEERLEADERS:** Cheerleading is a spirit-based organization, with try-outs open to girls and boys from 6th to 8th grade. It is affiliated with the St. Gregory Athletic Department and follows all AIAL guidelines. The activities of this organization include providing spirit leadership through pep rallies and attendance for home basketball, volleyball and soccer games as time permits. Community service is encouraged and events will be scheduled throughout the cheer year at the discretion of the sponsor. Cheerleaders are involved in the spiritual development of the school by participating in cheerleading retreats and celebrating liturgy. Participation in this organization is an on-going process. All cheerleaders must maintain high standards academically and behaviorally. Questions should be referred to the faculty sponsor or the vice-principal.
 5. **SPANISH CLUB:** Membership in the Spanish Club will be limited to those students currently in grades 6-8. Members are required to have a passing grade in Spanish. Members are responsible for Dia de los Muertos Altar, Virgen de Guadalupe, and cultural events.

6. **CHESS CLUB:** The purpose of the Chess Club is to help students learn and master the game of chess. The experienced students will learn strategies to help further their knowledge. This learning will take place in a positive and fun atmosphere fostering sportsmanship and respect. The club will be open to any student 3RD grade and above. No prior knowledge of the game is necessary to join.
7. **MATH CLUB:** The Math Club is an organization for students in grades 3rd-5th and Upper Unit (6th – 8th) who are interested in Math activities, such as Math logic, problem solving, word problems, and estimation. The purpose of the club is to encourage mathematical thinking. Parent and family involvement is also encouraged in clubs activities for the elementary students. Meetings are held after school.
8. **ASTRONOMY CLUB:** The St. Gregory School Astronomy Club is an organization for those students, in grades 1 - 8, who are interested in Astronomy, Space, and Related Technology. Through monthly meetings and special activities, StG Astronomy Club strives to inspire youth to improve their grades in Mathematics, Science and related subjects while participating in various activities such as chapter meetings, model rocket launches, star parties, and ecology projects. All these activities are designed to build knowledge of the cosmos, teamwork, leadership, resourcefulness, school pride, patriotism, environmental responsibility and, most of all, love for God and our fellow man. StG Astronomy Club members agree to be good citizens of the community, maintain high moral and behavior standards, and support school and club-sponsored activities.
9. **ROBOTICS CLUB:** The St. Gregory Robotics Team is a STEM program designed to engage 6th, 7th, and 8th grade students in the design and building of a movable robot. The robotics team meets in September and October after school and on weekends to complete the building of the robot for the SA Best competition.
10. **NaNo WriMo YOUNG WRITERS PROGRAM:** Become a novelist! Serious writers or those that enjoy writing are challenged to write a novel in 30 days. During November, our writer's workshop will meet as we create characters, build settings, and hatch plots. The workshop is designed to keep you motivated throughout the month as you work towards your goal.
11. StG also provides Flamenco/Folklorico Dancing, Webby Dance (Tap, Jazz, Ballet), Gardening, Rubik's Cube, Origami, Mini Cheer, and Lego Clubs.

12. **SCHOOL ATHLETICS (See 4202)**

Eligibility Criteria does not apply to the following activities/organizations:

13. **CATHOLIC ARTS AND ACADEMIC COMPETITION (CAAC):** Students in grades 1-8 may participate in different areas of competition. The sponsors of the various competitions will schedule meetings.
14. **LITURGICAL CHOIR** The choir consists of students in grades 3-8. Membership is open to students who desire to share their musical talent.

SCHOOL ATHLETICS (4202)

Activities are planned and directed by the Athletic Director and school coaches with the approval of the Principal. Students who are interested in trying out for a sport should contact the head coach for that sport. League contests and all sports activities are governed by the rules and regulations of the Archdiocese Interscholastic Athletic League (AIAL) and the Archdiocesan School Office of which St. Gregory the Great is a member. Grade eligibility for teams is as follows:

- Boys in grades 6th and 7th comprise the "B" Team.
- Boys in grades 7th and 8th comprise the Varsity "A" Team.
- Girls in grades 6th and 7th comprise the "B" Team.
- Girls in grades 7th and 8th comprise the Varsity "A" Team.
- Students in 6th grade with exceptional athletic ability may be placed on a Varsity team with AIAL approval.

Sports offered each year will depend on student interest and will include football, volleyball, soccer, basketball, baseball, softball, tennis, golf, cross country, and track and field.

All participants in extracurricular sports are covered by the insurance required through the school at the beginning of the year. Eligible students who wish to participate in athletics must first secure parent/guardian permission. Blank forms for physician's permission may be obtained from the coach. After the proper signatures are recorded, these properly executed forms are to be returned to the coach. A medical release form for emergency treatment must be signed by a parent/guardian and must be returned to the coach. Students must pass their physical in order to participate in the sports program.

An athletic fee of \$100.00 per sport will be assessed to the family and must be paid in FACTS within one week starting with the first day of try-outs/practice. If the fee is not paid after the one-week period, the athlete will not be able to continue to practice or play until the fee is paid.

In addition to the fee, the parent/guardian is required to serve at least 2 shifts working the admission gate or concession stand during a season game. If the parent/guardian does not show up for their work shift, a cost of \$20.00 will be billed to the parent/guardian per shift.

If a student receives In-School Suspension or Out of School Suspension, he/she may not participate in any extracurricular activity on the day the School Suspension is served. Any student who is absent a half-day (**must be in school before 11 am.**) or more from school on the day of the athletic event (game, practice, tournament, meet, etc.) will not be allowed to participate upon arrival at school or at the event site without specific permission from the administration.

The parents of each athlete should provide transportation for an off-campus athletic event. The parents of the athlete must arrange transportation and supervision of younger brothers and sisters of the athlete. The school does not assume this responsibility. However, a parent or guardian MUST provide a note to the coach and the school office, dated and signed, if a student is to carpool with another parent to any off-campus event.

Athletics Academic Eligibility/Ineligibility:

A student athlete enrolled at St. Gregory the Great that is in good and regular standing is permitted to participate in any sport. **A student may not be failing more than one subject nor receive less than a 70% overall grade point average on his/her mid-quarter progress report or end of quarter report card.** A student will remain ineligible until the next mid-quarter progress report or end of quarter report card has been distributed and the academic deficiency has been removed.

15. **ATHLETIC BOOSTER CLUB** The purpose of this club is to provide for the fellowship of the athletes and associated individuals at St. Gregory the Great School. In addition, the club provides the parents with an avenue of service to the athletic program whereby they may serve God, their church and community in a Christian-like manner. Only those parents/guardians whose child has participated or is participating in a sport and/or cheerleading is eligible.

To become a member of the Athletic Booster Club, a Booster Club fee of \$25.00 will need to be paid. Once a parent/guardian has paid the athlete's booster club fee, the parent/guardian is automatically a member of the Booster Club. Once the fee is paid, the member will receive \$1.00 off for up to 2 household members for all home games. Booster Club members will receive a pass, which must be present to receive the discount

During athletic events, both participants and spectators, including parents, will abide by the following rules:

- Decisions of the officials must be respected.
- Respect must be displayed for coaches and players of both teams.
- Stand for prayer.
- Any image or model of a school mascot should be displayed before home fans only; it should not be paraded in front of the opposing team or their spectators.
- Signs may be displayed for identification or for developing school spirit. No one will display a derogatory sign at any athletic event.
- **Note:** WARNING!! A school may be disciplined for the offensive behavior of its fans or participants. Such an offense could impose a penalty on the entire athletic program at St. Gregory the Great School. Students and parents are asked to solicit the cooperation of the spectators in order to protect the reputation of the school. What an individual may judge to be a poor call or unsportsmanlike conduct by an opponent is no justification for St. Gregory the Great School community to exhibit poor sportsmanship. Poor sportsmanship on the part of a student, parent, or guest will result in expulsion from the field/gym.

TRANSPORTATION POLICY FOR FIELD TRIPS AND EXTRACURRICULAR ACTIVITIES

School administration must approve all transportation. **For field trips, the school administration will authorize the use of a chartered or school bus. As a general rule, transportation is provided by the parents/guardians of the students for extracurricular activities.**

- Students who ride the car/bus will be expected to conduct themselves in a courteous manner. Any student who cannot abide by the transportation rules of conduct will be subject to disciplinary actions.
- Students will wait in an orderly line before boarding the car/bus.
- Students will board the car/bus carefully and courteously with no shoving or pushing.

- Students must remain seated at all times while the car/bus is in motion.
- Students must not throw, pitch, or shoot articles within the vehicle, out of the windows or at any other vehicle.
- Excessive noise such as loud talking, screaming, whistling, etc., is not permitted.
- Possession or consumption of intoxicating beverages or drugs aboard the car/bus is prohibited.
- Unacceptable language, gestures or actions are not permitted.
- Fighting in the car/bus will not be tolerated.
- Behavior that in any manner may jeopardize the safe operation of the car/bus will not be tolerated.
- Parents who provide transportation for students must have proof of valid driver's license and valid insurance on file in the school office. Parents who provide transportation do so at their own risk.
- If students ride with classmates, teammates, or friends to an extracurricular activity or event, the parent is required to provide a note to the appropriate teacher or coach AND a note to the school office requesting that the child be released to the other parent. NO EXCEPTIONS!

GRIEVANCE PROCEDURES FOR STUDENT EXPULSION (3404) This policy and procedure shall apply only to instances of student expulsion.

PROCEDURE:

Prior to the initiation of a formal grievance parents who seek redress for their expelled child must first confer directly with the principal (“conference”) for resolution of the situation. If there is not a satisfactory resolution of the complaint, the following are steps in the formal grievance procedure:

1. A written statement of the complaint including a brief summary of the initial conference must be prepared and filed with the School Council Secretary within (3) school days of the conference, or decision resulting there from, whichever is later. The date and time of filing will be recorded on the original of the complaint.
2. The school council secretary will, within 24 hours of filing, inform and forward the grievance to the Local Grievance Council (“LGC”), who will review the grievance proceedings. If it deems necessary, the LGC may hear further statements, evidence or arguments within (7) school days of its receipt of the grievance. The LGC will render a decision within (10) school days of its receipt of the grievance.
3. If the aggrieved party is not satisfied with the decision of the Grievance Council, an appeal may be made to the pastor within (3) school days of the decision of the Grievance Council. The pastor will review all documentation of the grievance procedure and set a date for hearing the grievance with all parties of the initial grievance in attendance. This meeting will take place within seven (7) school days of the pastor’s receipt of such an appeal. The pastor will then render his decision within five (5) days.
4. If the aggrieved party remains unsatisfied with the decision of the pastor, the avenue of further appeal would be with the Archdiocesan Grievance Council. Such an appeal must be sent in writing within five (5) school days of the pastor’s decision.
5. Pending outcome of the formal grievance, only the principal or pastor may, with or without condition, abate the expulsion or the termination.

LOCAL GRIEVANCE COUNCIL – COMPOSITION:

1. The Local Grievance Council shall be composed of three members appointed by the St. Gregory the Great School Council.

2. Individuals appointed to this council should be people of integrity with some expertise in education, human relations, and conflict management, if possible.
3. One member may be a present or former School Council member. The other two members should have no direct relationship to the school.
4. The appointment of the Local Grievance Council is for one year and is renewable.

LOCAL GRIEVANCE COUNCIL - DUTIES AND PROCESS:

1. Both parties to the grievance will prepare a complete written statement of the nature of the grievance and the remedies sought. The LGC will review these statements and the procedures followed and decide if additional steps need to be taken or if it will uphold the decision of the principal.
2. If the decision of the LGC is to uphold the principal's decision, then the process moves to No. 8.
3. If the decision of the LGC is such that it feels that an additional discussion of the situation needs to take place, it will call a meeting of both parties to the grievance.
4. Each party to the grievance may be accompanied by one other individual who is not an attorney and who will act as observer/advisor. This individual is not to directly address the LGC.
5. Both parties will appear before the LGC together and make an oral presentation. The aggrieved party will make the first presentation. At no time is there to be cross-examination or direct discussion between parties to the grievance.
6. After both presentations have been completed, the LGC will enter into closed session to consider the oral and written presentations.
7. The LGC may recall, together, both parties to the grievance for clarification of points that may have been raised in either of the written or oral statements.
8. The LGC will render its recommendation in writing to both parties involved.

GRIEVANCE FOR NON-EXPULSION (3405) All grievances that do not result student expulsion will be resolved at the local school level. Neither the Local Grievance Council nor the Archdiocesan Grievance Council will hear these matters.

St. Gregory the Great Catholic School recognizes that misunderstandings or conflicts can arise in the course of managing a school. While most issues are able to be resolved, there are times when an individual may want a specific policy, action or decision reviewed.

St Gregory the Great Catholic School provides all individuals an opportunity to be heard and redress any issues regarding policies, regulations, or decisions that are perceived to be unfair to any individual or group. The "Parent-Student Handbook" is the official source for student conduct and disciplinary policies.

In case of disagreement of an interpretation of the handbook or actions taken by the school, the following steps need to be taken: Prior to initiating a formal grievance, parents who seek redress for their children in matters of policy, regulation, or discipline must first confer directly (either face-to-face or by telephone) with the teacher, staff member, or administrator whom the parent disagrees with to discuss a resolution of the situation.

If a satisfactory resolution is not reached after both parties have conferred, the complainant(s) may file a formal grievance using the following steps, procedures and timelines:

Step 1: The complainant(s) will submit a written grievance to the school principal including a brief summary of the outcome of the initial conference with the other party involved. If the complaint involves the principal, the written grievance should be submitted directly to the president of the St. Gregory the Great School Council and start the process with Step 3.

Step 2: The principal will contact and meet with the complainant(s) within three school days of receipt of the written grievance. In cases involving student grievances, the parent(s) and child will be required to attend this meeting.

Step 3: If the complainant(s) and the principal are unable to reach a satisfactory resolution, the complainant(s) will have three school days from the date they met with the principal to submit a written grievance to the School Council President for further review.

Step 4: The school council president will have up to ten school days from receipt of the written grievance to assemble a School Council Redress Committee (consisting of three members of the school council) to review the grievance, conduct a thorough investigation of the facts, policies and procedures, hear testimonies if appropriate, and render a written decision to the complainant(s).

Step 5: If the complainant(s) is/are not satisfied with the decision of the School Council Redress Committee, a written appeal may be made to the pastor within three school days from receipt of the written decision from the School Council Redress Committee.

Step 6: The pastor will review the grievance, meet with all appropriate parties, and render a decision within ten school days from the date of receipt of the written appeal. The pastor's decision is final.

This policy is intended to ensure that conflicts and issues are reviewed and handled promptly. The process is arranged in a logical sequence, and the complainant(s) must complete each level in order before proceeding to the next. The process ends whenever the complainant(s) initiating the grievance accepts a decision or with the pastor's decision.

At times it may be impractical to arrange meetings within the specified time limits of this procedure. In these circumstances, the pastor, principal and/or school council president may make modifications to the procedure as necessary.

PARENT ORGANIZATIONS

SCHOOL COUNCIL: The school council serves in an advisory capacity to the pastor and principal to determine improvements, establish needs, and ensure fiscal viability for the continued smooth operation of the school. The school council plays an integral role in the implementation of the school's strategic plan as each council member is a chairperson for a designated committee. Meetings are regularly scheduled for the second Tuesday of each month. The school council meetings are open to all interested parties. The right of visitors to address the school council is limited to those whose petition has been presented in writing to the school council president at least one week (seven school days) in advance of the regular meeting and has been approved for the agenda. Visitors may not be in attendance during the executive session of the council.

St. Gregory the Great School Council

Father Rudy Carrola
Daniel Martinez
John Gutierrez
Andrea Newman-Caro
Linda Hoover
Rosalina Ortiz

Pastor (ex officio)
Principal (ex officio)
Director of Curriculum & Instruction (ex officio)
Librarian/Student Services Coordinator
Business Office Manager (ex officio)
Advancement & Enrollment Coordinator (ex officio)

Dr. Bill Ramos
Michael LaVanway
Cheri Trevino
Veronica Prado
Henry Delgado
Veronica Delgado
Janet Piedra
Gabby Becerra
Carrie Davis
Jesus Vargas

President
Vice-President
Secretary
Member
Member
Member
Member
Member
PTC Representative
CYO Representative

PARENT-TEACHER CLUB The St. Gregory the Great Parent-Teacher Club (PTC) serves in assisting the administration, faculty and staff of the school in the spiritual and educational development of the St. Gregory the Great families. The PTC actively promotes the welfare of St. Gregory the Great School by strengthening the relationship between home and school by promoting parental rights in education. The PTC also is responsible for providing and coordinating legislative action on behalf of St. Gregory the Great; providing educational programs for the parents; serving as a conduit of information to the public at large regarding St. Gregory the Great; and serving as a resource for fundraising opportunities. Four General meetings are held for the school community during the school year providing both spiritual and educational topics. The Executive Board meets on a monthly basis.

St. Gregory the Great PTC Executive Board

Father Rudy Carrola
Daniel Martinez
John Gutierrez
Andrea Newman-Caro
Laura Pachecano
Martha Castillo
Joseph Pamplin
Barbara Tamez
Crissy Escamilla

Pastor
Principal
Director of Curriculum & Instruction
Librarian/Student Services Coordinator
President
Vice President
Treasurer
Secretary
Parliamentarian

HOMEROOM PARENTS

Homeroom parents are under the jurisdiction of the PTC. They assist with special classroom events as well as help in any other manner agreed upon by the classroom teacher and the homeroom parent. A cooperative partnership between the teacher and head homeroom parent, as well as other homeroom parents, greatly benefits the children and the community.

All classroom events should be supportive of the values and messages we wish to send our children. Simplicity and prudence in gifts the children are given as a class at any time during the school year should exemplify the St. Gregory the Great School mission and philosophy; they should be meaningful but not excessive.

The time, effort, and love of the homeroom parents to make the school year memorable and fun for the children is greatly appreciated.

EIGHTH GRADE FAMILY RESPONSIBILITIES

All 8th grade families are expected to fulfill their responsibilities for 8th grade fundraising. In addition, 8th grade students are required to fulfill their 8th grade service hours to participate in all end of the year 8th grade activities by the final due date (April 5th). 8th grade activities include but are not limited to the 8th grade Catholic Schools week dinner, 8th grade parent meetings (one held in the Fall and one held in the Spring) and any other fundraising activities decided upon by the 8th grade class parents.

8th grade parents must donate 4 out of the 15 required parent service hours to the CSW luncheon, or will be billed for the hours.

8th grade families must sell all of their luncheon tickets, or will be billed for them.

Notice of Asbestos

School: St. Gregory the Great Catholic School

Address: 700 Dewhurst Rd., San Antonio, Texas 78213

Date: June 29, 2017

Dear Parents, Faculty, and Staff:

This is our annual notice of the presence of asbestos containing materials in our school. The location and condition of these materials are found in the approved Management Plan located in the principal's office.

In April 2017, we had our three-year re-inspection and in January/February and June/July we have our periodic surveillances. All of these are conducted by **ASTEX ENVIRONMENTAL SERVICES**. The results of these inspections and surveillances are recorded in the Management Plan. The contact person for ASTEX is Ron Greenberg,

License #10-5162. He can be reached by contacting (210) 734-2620 ext. 252.

(If applicable, mention any asbestos abatement carried out during vacation and/ or any other work that is planned or in progress.)

N/A

Sincerely,



Daniel Martinez
Principal

School Forms:

- ***Parent-Student Handbook Contract will be sent home for signature as a hard copy on the 1st day of school- to be returned to homeroom teacher by Friday, August 24th.***
- ***Student Health Form (will be sent home on light blue card stock to be filled out and returned to homeroom teacher by Friday, August 24th- will be kept in Nurse Martinez' office)***
- ***Electronic Communication Permission Form (completed on-line as a part of the registration and re-registration process)***
- ***Cell Phone Permission Slip Form (completed on-line as a part of registration and re-registration process)***
- ***Photograph and Media Permission form (completed on-line as a part of registration and re-registration process)***



PARENT-STUDENT HANDBOOK CONTRACT

2018-2019

I have read and agree to uphold and be governed by the policies and procedures of the St. Gregory the Great Catholic School *Parent-Student Handbook* and updates for the school year 2018-2019. My failure or my child's failure to cooperate with the administration and staff in all educational and disciplinary matters may jeopardize my child's continued enrollment at St. Gregory the Great Catholic School.

I understand this handbook is subject to change at any time and will become effective immediately. Any circumstance or occurrence not explicitly described in this handbook will be addressed at the discretion of the principal.

Print Student Name

Homeroom Teacher

Grade

Signature of Parent/Guardian

Date

Student Signature (Grades 1 – 8)

Date

A *Parent Student Handbook* Contract must be signed for each child enrolled in St. Gregory the Great School.

Due to homeroom teacher by Friday, August 24th.